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IDENTIFIERS	*Library Services and Construction Act; *Texas State Library

ABSTRACT

This report provides information related to the Texas State Library's fiscal year 1987 Library Services and Construction Act (LSCA) Public Law 84-597, as amended state-administered program. Information is included on: (1) Standard Form 424 for federal assistance; (2) fiscal breakdowns of estimated expenditures; (3) specific requirements for maintenance of effort (MOE), and maintenance of support, administration, and construction for major urban resource libraries (MURLs); (4) certification of the annual program; and (5) a source of funds summary by LSCA priority. In addition, annual program reports and program narratives are provided for the following Title I projects: (1) Project 1: Areas without Services; (2) Project 2: Areas with Inadequate Services; (3) Project 3: Services to Disadvantaged; (4) Project 4: Service to Physically Handicapped; (5) Project 5: Service to Institutionalized; (6) Project 7: Major Urban Resource Libraries; (7) Project 9: Services to Limited English-Speaking; (8) Project 11: Literacy Programs; and (9) Project 13: Administration. Information is also provided for Title II, Project 1: Public Library Construction; and for Title III, Project 1: Planning of Cooperative Library Networks and Project 3: Establishing, Expanding, and Operating Library Networks. Nine appendices include grant application guidelines for various LSCA programs. (KM)

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ANNUAL PROGRAM

1987

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EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

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ANNUAL PROGRAM

1987

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Division, Texas State Library], 1986-
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Services and Construction Act, annual report.

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STATE TEXAS

FY 87

OMB

Exp. Date

DEPARTMENT OF EDUCATION
Washington, D.C. 20202

THE LIBRARY SERVICES AND CONSTRUCTION ACT
P.L. 84-597, as AMENDED

STATE ADMINISTERED PROGRAM

ANNUAL PROGRAM

TITLE I -- LIBRARY SERVICES

TITLE II -- PUBLIC LIBRARY CONSTRUCTION

TITLE III -- INTERLIBRARY COOPERATION AND RESOURCE SHARING

ED FORM

ANNUAL PROGRAM
FY 1987
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F: Application for State Institutions Program
G: MURLs Grant Program Guidelines
H: Guidelines for FY 1987 Title II LSCA Construction Program
I: Interlibrary Cooperation Grant Application Guidelines and Abstracts of Subgrant Projects

OMB Approval No. 0348-0006

FEDERAL ASSISTANCE

1. TYPE OF SUBMISSION (Mark appropriate box)
☐ NOTICE OF INTENT (OPTIONAL)
☐ PREAPPLICATION
☒ APPLICATION

2. APPLICANT'S APPLICATION IDENTIFIER
a. NUMBER
b. DATE Year month day 19

3. STATE APPLICATION IDENTIFIER — NOTE: TO BE ASSIGNED BY STATE
a. NUMBER
b. DATE ASSIGNED Year month day 19

Leave Blank

SECTION I—APPLICANT/RECIPIENT DATA

4. LEGAL APPLICANT/RECIPIENT
a. Applicant Name: Texas State Library
b. Organization Unit: Library Development Division
c. Street/P.O. Box: Box 12927/Capitol Station
d. City: Austin
e. County: Travis
f. State: Texas
g. ZIP Code: 78711
h. Contact Person (Name & Telephone No.): William D. Gooch 512/463-5460

5. EMPLOYER IDENTIFICATION NUMBER (EIN)

6. PROGRAM (From CFDA)
a. NUMBER: 84.034
MULTIPLE ☐
b. TITLE: Title I Library Services

7. TITLE OF APPLICANT'S PROJECT (Use section IV of this form to provide a summary description of the project.)
FFY 1987 Library Services and Construction Act Basic State, Annual Program Title I, and Long Range Plan Update 1987-89.

8. TYPE OF APPLICANT/RECIPIENT
[illegible]
Enter appropriate letter: A

9. AREA OF PROJECT IMPACT (Names of cities, counties, states, etc.)
Statewide

10. ESTIMATED NUMBER OF PERSONS BENEFITING
15,989,000

11. TYPE OF ASSISTANCE
[illegible]
Enter appropriate letter(s): A

12. PROPOSED FUNDING

a. FEDERAL	$3,041,246	.00
b. APPLICANT	7,263,958	.00
c. STATE		.00
d. LOCAL		.00
e. OTHER		.00
f. Total	$10,305,204	.00

13. CONGRESSIONAL DISTRICTS OF:
a. APPLICANT: State
b. PROJECT: NA

14. TYPE OF APPLICATION
[illegible]
Enter appropriate letter: A

15. PROJECT START DATE Year month day 19 NA

16. PROJECT DURATION NA Months

17. TYPE OF CHANGE (For 14c or 14e)
[illegible]
F—Other (Specify): NA
Enter appropriate letter(s):

18. DATE DUE TO FEDERAL AGENCY ▶ Year month day 19 86 10 01

19. FEDERAL AGENCY TO RECEIVE REQUEST: U.S. Department of Education
a. ORGANIZATIONAL UNIT (IF APPROPRIATE): Office of Educational Research and Improvement
b. ADMINISTRATIVE CONTACT (IF KNOWN): Evaline Neff, Adm. Librarian
c. ADDRESS: Department of Education, SPLSB
400 Maryland Avenue, SW, Washington, D.C. 20202-1630

20. EXISTING FEDERAL GRANT IDENTIFICATION NUMBER
74-60000126

21. REMARKS ADDED
☐ Yes ☒ No

SECTION II—CERTIFICATION

22. THE APPLICANT CERTIFIES THAT ▶ To the best of my knowledge and belief, data in this preapplication/application are true and correct, the document has been duly authorized by the governing body of the applicant and the applicant will comply with the attached assurances if the assistance is approved.

a. YES. THIS NOTICE OF INTENT/PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON:
DATE June 30, 1986

b. NO. PROGRAM IS NOT COVERED BY E.O. 12372 ☐
OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW ☐

23. CERTIFYING REPRESENTATIVE
a. TYPED NAME AND TITLE: William D. Gooch, Assistant Librarian
b. SIGNATURE:

SECTION III—FEDERAL AGENCY ACTION

24. APPLICATION RECEIVED Year month day 19

25. FEDERAL APPLICATION IDENTIFICATION NUMBER

26. FEDERAL GRANT IDENTIFICATION

27. ACTION TAKEN
☐ a. AWARDED
☐ b. REJECTED
☐ c. RETURNED FOR AMENDMENT
☐ d. RETURNED FOR E.O. 12372 SUBMISSION BY APPLICANT TO STATE
☐ e. DEFERRED
☐ f. WITHDRAWN

28. FUNDING

a. FEDERAL	$	.00
b. APPLICANT		.00
c. STATE		.00
d. LOCAL		.00
e. OTHER		.00
f. TOTAL	$	.00

29. ACTION DATE ▶ Year month day 19

30. STARTING DATE Year month date 19 10 1

31. CONTACT FOR ADDITIONAL INFORMATION (Name and telephone number)
Phone: (202) 254-9664

32. ENDING DATE Year month date 19 09 30

33. REMARKS ADDED
☐ Yes ☐ No

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424-103

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FEDERAL ASSISTANCE

1. TYPE OF SUBMISSION (Mark appropriate box)
☐ NOTICE OF INTENT (OPTIONAL)
☐ PREAPPLICATION
☒ APPLICATION

2. APPLICANT'S APPLICATION IDENTIFIER
a. NUMBER
b. DATE Year month day 19

3. STATE APPLICATION IDENTIFIER (NOTE: TO BE ASSIGNED BY STATE)
a. NUMBER
b. DATE ASSIGNED Year month day 19

Leave Blank

SECTION I—APPLICANT/RECIPIENT DATA

4. LEGAL APPLICANT/RECIPIENT
a. Applicant Name: Texas State Library
b. Organization Unit: Library Development Division
c. Street/P.O. Box: Box 12927/Capitol Station
d. City: Austin
e. County: Travis
f. State: Texas
g. ZIP Code: 78711
h. Contact Person (Name & Telephone No.): William D. Gooch (512) 463-5460

5. EMPLOYER IDENTIFICATION NUMBER (EIN)

6. PROGRAM (From CFDA)
a. NUMBER: 8 4 . 1 5 4
MULTIPLE ☐
b. TITLE: Title II, Public Library Construction

7. TITLE OF APPLICANT'S PROJECT (Use section IV of this form to provide a summary description of the project.)
FFY 1987 Library Services and Construction Act Basic State Plan, Annual Program Title II, and Long Range Plan Update 1987-89.

8. TYPE OF APPLICANT/RECIPIENT
A—State
B—Interstate
C—Substate Organization
D—County
E—City
F—School District
G—Special Purpose District
H—Community Action Agency
I—Higher Educational Institution
J—Indian Tribe
K—Other (Specify)
Enter appropriate letter: A

9. AREA OF PROJECT IMPACT (Names of cities, counties, states, etc.)
Statewide

10. ESTIMATED NUMBER OF PERSONS BENEFITING
15,989,000

11. TYPE OF ASSISTANCE
A—Basic Grant
B—Supplemental Grant
C—Loan
D—Insurance
E—Other
Enter appropriate letter(s): A

12. PROPOSED FUNDING

a. FEDERAL	$ 838,843 .00
b. APPLICANT	.00
c. STATE	.00
d. LOCAL	4,190,215 .00
e. OTHER	.00
f. Total	$5,029,058 .00

13. CONGRESSIONAL DISTRICTS OF:
a. APPLICANT: State
b. PROJECT: NA

14. TYPE OF APPLICATION
A—New
B—Renewal
C—Revision
D—Continuation
E—Augmentation
Enter appropriate letter: A

15. PROJECT START DATE Year month day 19 NA

16. PROJECT DURATION: NA Months

17. TYPE OF CHANGE (For 14c or 14e)
A—Increase Dollars
B—Decrease Dollars
C—Increase Duration
D—Decrease Duration
E—Cancellation
F—Other (Specify): NA
Enter appropriate letter(s):

18. DATE DUE TO FEDERAL AGENCY ▶ Year month day 19

19. FEDERAL AGENCY TO RECEIVE REQUEST: U.S. Department of Education
a. ORGANIZATIONAL UNIT (IF APPROPRIATE): Office of Educational Research and Improvement
b. ADMINISTRATIVE CONTACT (IF KNOWN): Evaline Neff, Adm. Librarian
c. ADDRESS:
Department of Education, SPLSB
400 Maryland Avenue, SW, Washington, D.C. 20202-1630

20. EXISTING FEDERAL GRANT IDENTIFICATION NUMBER: 74-60000126

21. REMARKS ADDED ☐ Yes ☒ No

SECTION II—CERTIFICATION

22. THE APPLICANT CERTIFIES THAT ▶ To the best of my knowledge and belief, data in this preapplication/application are true and correct, the document has been duly authorized by the governing body of the applicant and the applicant will comply with the attached assurances if the assistance is approved.

a. YES. THIS NOTICE OF INTENT/PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON:
DATE June 30, 1986

b. NO. PROGRAM IS NOT COVERED BY E.O. 12372 ☐
OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW ☐

23. CERTIFYING REPRESENTATIVE
a. TYPED NAME AND TITLE: William D. Gooch, Assistant Librarian
b. SIGNATURE: Wm D. Gooch

SECTION III—FEDERAL AGENCY ACTION

24. APPLICATION RECEIVED Year month day 19

25. FEDERAL APPLICATION IDENTIFICATION NUMBER

26. FEDERAL GRANT IDENTIFICATION

27. ACTION TAKEN
☐ a. AWARDED
☐ b. REJECTED
☐ c. RETURNED FOR AMENDMENT
☐ d. RETURNED FOR E.O. 12372 SUBMISSION BY APPLICANT TO STATE
☐ e. DEFERRED
☐ f. WITHDRAWN

28. FUNDING

a. FEDERAL	$ .00
b. APPLICANT	.00
c. STATE	.00
d. LOCAL	.00
e. OTHER	.00
f. TOTAL	$ .00

29. ACTION DATE ▶ Year month day 19

30. STARTING DATE Year month day 19 10 1

31. CONTACT FOR ADDITIONAL INFORMATION (Name and telephone number)
Phone: (202) 254-9664

32. ENDING DATE Year month day 19 09 30

33. REMARKS ADDED ☐ Yes ☐ No

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FEDERAL ASSISTANCE

1. TYPE OF SUBMISSION (Mark appropriate box)
☐ NOTICE OF INTENT (OPTIONAL)
☐ PREAPPLICATION
☒ APPLICATION

2. APPLICANT'S APPLICATION IDENTIFIER
a. NUMBER
b. DATE Year month day 19

3. STATE APPLICATION IDENTIFIER NOTE TO BE ASSIGNED BY STATE
a. NUMBER
b. DATE ASSIGNED Year month day 19

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e. County: Travis
f. State: Texas
g. ZIP Code: 78711
h. Contact Person (Name & Telephone No.): William D. Gooch (512) 463-5460

5. EMPLOYER IDENTIFICATION NUMBER (EIN)

6. PROGRAM (From CFDA)
a. NUMBER 84.035
MULTIPLE ☐
b. TITLE Title III, Interlibrary Cooperation and Resource Sharing

7. TITLE OF APPLICANT'S PROJECT (Use section IV of this form to provide a summary description of the project.)
FFY 1987 Library Services and Construction Act Basic State Plan, Annual Program Title III, and Long Range Plan Update 1987-89

8. TYPE OF APPLICANT/RECIPIENT
[illegible]
Enter appropriate letter: A

9. AREA OF PROJECT IMPACT (Names of cities, counties, states, etc.)
Statewide

10. ESTIMATED NUMBER OF PERSONS BENEFITING
15,989,000

11. TYPE OF ASSISTANCE
[illegible]
Enter appropriate letter(s): A

12. PROPOSED FUNDING	
a. FEDERAL	$ 744,107 .00
b. APPLICANT	.00
c. STATE	.00
d. LOCAL	.00
e. OTHER	.00
f. Total	$ 744,107 .00

13. CONGRESSIONAL DISTRICTS OF
a. APPLICANT: State
b. PROJECT: NA

14. TYPE OF APPLICATION
[illegible]
Enter appropriate letter: A

15. PROJECT START DATE Year month day 19 NA

16. PROJECT DURATION NA Months

17. TYPE OF CHANGE (For 14c or 14e)
[illegible]
NA
Enter appropriate letter(s):

18. DATE DUE TO FEDERAL AGENCY ► Year month day 19 86 10 01

19. FEDERAL AGENCY TO RECEIVE REQUEST U.S. Department of Education
a. ORGANIZATIONAL UNIT (IF APPROPRIATE): Office of Educational Research and Improvement
b. ADMINISTRATIVE CONTACT (IF KNOWN): Evaline Neff, Adm. Librarian
c. ADDRESS:
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OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW ☐

23. CERTIFYING REPRESENTATIVE
a. TYPED NAME AND TITLE
William D. Gooch
Assistant Librarian
b. SIGNATURE Wm D. Gooch

SECTION III—FEDERAL AGENCY ACTION

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26. FEDERAL GRANT IDENTIFICATION

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☐ c. RETURNED FOR AMENDMENT
☐ d. RETURNED FOR E.O. 12372 SUBMISSION BY APPLICANT TO STATE
☐ e. DEFERRED
☐ f. WITHDRAWN

28. FUNDING	
a. FEDERAL	$ .00
b. APPLICANT	.00
c. STATE	.00
d. LOCAL	.00
e. OTHER	.00
f. TOTAL	$ .00

29. ACTION DATE► Year month day 19

30. STARTING DATE Year month day 19 10 1

31. CONTACT FOR ADDITIONAL INFORMATION (Name and telephone number)
Phone: (202) 254-9664

32. ENDING DATE Year month day 19 09 30

33. REMARKS ADDED ☐ Yes ☐ No

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DEPARTMENT OF EDUCATION
Washington, D.C. 20208-1730

THE LIBRARY SERVICES AND CONSTRUCTION ACT-STATE ADMINISTERED PROGRAM
P.L. 91-600, as amended

Annual Program (Sec. 3(13)

State Texas

FY 86 Carry over

III.A. Title I - Fiscal Breakdown (Provide estimated expenditures)

Grant Program Function or Activity	LSCA
1. Public Library Services to Areas Without Services (Secs. 101(1) and 102))	$ 0
2. Public Library Services to Areas With Inadequate Services (Secs. 101(1) and 102(a)(2))	1,509,561
3. Disadvantaged (Sec. 102(a)(2))	263,207
4. *Physically Handicapped (Sec. 102(a)(2))	0
5. State Institutional Library Services (Sec. 102(a)(2))	46,055
6. Strengthening State Library Administrative Agency (Secs. 101(5) and 102(b)(2))	0
7. Major Urban Resource Library (Secs. 101(6) and 102(c)(1))	400,468
8. Strengthening Metropolitan Public Library (Sec. 102(a)(2))	0
9. Limited English-speaking Proficiency (Sec. 6)	1,819,513
10. Services to the Elderly (Secs. 6(b)(4)(B) and 101))	0
11. Community Information Referral Centers (Sec. 101(3))	0
12. Literacy Programs (Secs. 6(b)(4)(C) and 101(4))	127,287
13.**Handicapped (Secs. 103(5) and 770.4(c))	0
14. Administration — Title I (Secs. 8 and 102(b)(1))	0
15. TOTAL	$ 4,166,091

*As defined in Sec. 3(4). This is your maintenance of effort project.
**Do not include these funds in your maintenance of effort for the Physically Handicapped.

ED FORM__________

OMB No.______

Exp. Date______

DEPARTMENT OF EDUCATION
Washington, D.C. 20208-1730

THE LIBRARY SERVICES AND CONSTRUCTION ACT-STATE ADMINISTERED PROGRAM
P.L. 91-600, as amended

Annual Program (Sec. 303)

State Texas

FY 86 Carry over

III.B. Title III - Fiscal Breakdown (Provide estimated expenditures)

Grant Program Function or Activity	LSCA
1. Planning of Cooperative Library Networks (Sec. 302)	$ 0
2. Establishing, Expanding and Operating Library Networks (Sec. 302)	1,019,324
3. Planning for Statewide Resource Sharing (Sec. 304)	0
4. TOTAL	$ 1,019,324

ED FORM______

OMB No.________

Exp. Date________

DEPARTMENT OF EDUCATION
Washington, D.C. 20208-1730

THE LIBRARY SERIVCES AND CONSTRUCTION ACT-STATE ADMINISTERED PROGRAM
P.L. 91-600, as amended

Annual Program (Sec. 3(13))

State Texas

FY 87

III.C. Title I - Fiscal Breakdown (Provide estimated expenditures)

Grant Program Function or Activity	LSCA	STATE	LOCAL	TOTAL
1. Public Library Services to Areas Without Services (Secs. 101(1) and 102))	$	0		0
2. Public Library Services to Areas With Inadequate Services (Secs. 101(1) and 102(a)(2))		5,648,228		5,648,228
3. Disadvantaged (Sec. 102(a)(2))		0		0
4. *Physically Handicapped (Sec. 102(a)(2))		1,019,773		1,019,773
5. State Institutional Library Services (Sec. 102(a)(2))		337,940		337,940
6. Strengthening State Library Administrative Agency (Secs. 101(5) and 102(b)(2))		0		0
7. Major Urban Resource Library (Secs. 101(6) and 102(c)(1))		0		0
8. Strengthening Metropolitan Public Library (Sec. 102(a)(2))		0		0
9. Limited English-speaking Proficiency (Sec. 6)		0		0
10. Services to the Elderly (Secs. 6(b)(4)(B) and 101))		0		0
11. Community Information Referral Centers (Sec. 101(3))		0		0
12. Literacy Programs (Secs. 6(b)(4)(C) and 101(4))		0		0
13.**Handicapped (Secs. 103(3) and 770.4(c))		0		0
14. Administration — Title I (Secs. 8 and 102(b)(1))		258,017		258,017
15. TOTAL	$ 0	7,263,958	0	7,263,958

*As defined in Sec. 3(4). This is your maintenance of effort project.
**Do not include these funds in your maintenance of effort for the Physically Handicapped.

Total FY 1987 LSCA Title I allotment carried over to FY 1988.

ED FORM________

OMB No.________

Exp. Date______

DEPARTMENT OF EDUCATION
Washington, D.C. 20208-1730

THE LIBRARY SERVICES AND CONSTRUCTION ACT-STATE ADMINISTERED PROGRAM
P.L. 91-600, as amended

Annual Program (Sec. 3(13)

State Texas

FY 87

III.D. Title III - Fiscal Breakdown (Provide estimated expenditures)

Grant Program Function or Activity	LSCA
1. Planning of Cooperative Library Networks (Sec. 302)	$ 0
2. Establishing, Expanding and Operating Library Networks (Sec. 302)	0
3. Planning for Statewide Resource Sharing (Sec. 304)	0
4. TOTAL	$ 0

Total FY 1987 LSCA Title III allotment carried over to FY 1988.

ED FORM______

Exp. Date________

DEPARTMENT OF EDUCATION
Washington, D.C. 20208-1730

THE LIBRARY SERIVCES AND CONSTRUCTION ACT-STATE ADMINISTERED PROGRAM
P.L. 91-600, as amended

Annual Program (Sec. 3(13))

State Texas

FY 1987 Carry over
(Current FY funds programmed for carry over)

III.E. Title I - Fiscal Breakdown (Provide estimated expenditures)

Grant Program Function or Activity	LSCA
1. Public Library Services to Areas Without Services (Secs. 101(1) and 102))	$ 20,000
2. Public Library Services to Areas With Inadequate Services (Secs. 101(1) and 102(a)(2))	1,150,588
3. Disadvantaged (Sec. 102(a)(2))	0
4. *Physically Handicapped (Sec. 102(a)(2))	0
5. State Institutional Library Services (Sec. 102(a)(2))	46,055
6. Strengthening State Library Administrative Agency (Secs. 101(5) and 102(b)(2))	0
7. Major Urban Resource Library (Secs. 101(6) and 102(c)(1))	0
8. Strengthening Metropolitan Public Library (Sec. 102(a)(2))	0
9. Limited English-speaking Proficiency (Sec. 6)	1,632,285
10. Services to the Elderly (Secs. 6(b)(4)(B) and 101))	0
11. Community Information Referral Centers (Sec. 101(3))	0
12. Literacy Programs (Secs. 6(b)(4)(C) and 101(4))	152,786
13.**Handicapped (Secs. 103(5) and 770.4(c))	0
14. Administration — Title I (Secs. 8 and 102(b)(1))	39,532
15. TOTAL	$ 3,041,246

*As defined in Sec. 3(4). This is your maintenance of effort project.

**Do not include these funds in your maintenance of effort for the Physically Handicapped.

ED FORM________

OMB No.________

Exp. Date______

DEPARTMENT OF EDUCATION
Washington, D.C. 20208-1730

THE LIBRARY SERVICES AND CONSTRUCTION ACT-STATE ADMINISTERED PROGRAM
P.L. 91-600, as amended

Annual Program (Sec. 3(13)

State Texas

FY 87 Carry over
(Current FY funds programmed for carry over)

III.F. Title III - Fiscal Breakdown (Provide estimated expenditures)

Grant Program Function or Activity	LSCA
1. Planning of Cooperative Library Networks (Sec. 302)	$ 0
2. Establishing, Expanding and Operating Library Networks (Sec. 302)	744,107
3. Planning for Statewide Resource Sharing (Sec. 304)	0
4. TOTAL	$ 744,107

ED FORM__________

OMB No.________

Exp. Date________

DEPARTMENT OF EDUCATION
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III.G. Specific Requirements Under The LSCA

1. MAINTENANCE OF EFFORT (MOE)

The level of State expenditures must be maintained (Sec. 7(a)(2)), and local funds may not be used to offset a reduction in State funds (Sec. 7(a)(1)(B)).

(a) Enter only those State and local expenditures which are under the LSCA program.

	Actual exp. 2nd preced. FY	Estimated exp. Current FY
i. State expenditures	a. $ 7,059,904	b. $ 7,263,958
ii. Local expenditures	a. $ 0	b. $ 0
iii. Total	a. $ 7,059,904	b. $ 7,263,958

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(b) Sec. 103(3) requires that effort be maintained for services to State Institutions and to the Physically Handicapped. Enter total of actual expenditures from all sources (Federal carry over and current, and State/local) in the first column. Enter total estimated expenditures from all sources in the second column.

	Actual exp. 2nd preced. FY	Estimated exp. Current FY
i. Institutional	a. $ 366,470	b. $ 383,995
ii. Physically Handic.	a. $ 934,978	b. $1,019,773

ED FORM________

2. MAJOR URBAN RESOURCE LIBRARIES (MURL) MAINTENANCE OF SUPPORT (Sec. 103)

Enter total Federal expenditures for grants to all of the eligible MURLs.

Actual Exp. Preceding FY	Estimated Exp. Current FY
$ 400,468	$ 400,468 (1986CO)

3. ADMINISTRATION (LSCA Sec. 8) Estimated Expenditures

(a) Title I. $ 0

(b) Title II. $ 0

(c) Total $ 0

4. TITLE II. CONSTRUCTION.

(a) FEDERAL

i. LSCA	$ 1,100,100 (1986CO)
ii. OTHER FEDERAL	$
iii. SUBTOTAL	$ 1,100,100
(b) STATE	$
(c) LOCAL	$ 5,599,615
(d) TOTAL (ADD (a)iii, (b) and (c))	$ 6,699,715

OMB No._______

Exp. Date_______

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IV. Certification of the Annual Program Under the LSCA

I CERTIFY that all of the information contained herein is correct to the best of my knowledge.	**NAME OF STATE LIBRARY ADMINISTRATIVE AGENCY HEAD** William D. Gooch, Asst. Librarian	**SIGNATURE**	**DATE** 4/10/86

Mail: 2 sets of this application—1 set with original signature and 1 copy

SOURCE OF FUNDS SUMMARY
BY LSCA PRIORITY

TITLE I - LIBRARY SERVICES

PRIORITY: PUBLIC LIBRARY SERVICES (AREAS WITHOUT SERVICES)

Project Number	Project Name	Fiscal Year	FFY 1986 Carryover	FFY 1987 Carryover	SFY 1987 State	SFY 1988 State	TOTAL
1.1	Public Library Establishment	1987					
		1988		$ 20,000			20,000

PRIORITY: PUBLIC LIBRARY SERVICES (AREAS WITH INADEQUATE SERVICES)

Project Number	Project Name	Fiscal Year	FFY 1986 Carryover	FFY 1987 Carryover	SFY 1987 State	SFY 1988 State	TOTAL
2.1	Public Library Reorganization	1987	0				0
		1988		0			0
2.2	Regional Public Library Systems	1987			5,361,742		5,361,742
		1988				5,371,936	5,371,936
2.3	Interlibrary Loan and Reference Referral Network	1987	1,305,561				1,305,561
		1988		1,079,092			1,079,092
2.4	Texas Reading Club	1987			47,715		47,715
		1988				53,211	53,211
2.5	Statewide Video Project	1987			22,919		22,919
		1988				0	0
2.6	Interlibrary Loan Resource Center Bibliographic Network	1987	204,000				204,000
		1988		35,000			35,000
2.7	Continuing Education	1987			215,852		215,852
		1988		36,496		225,166	261,662

PRIORITY: SERVICES TO THE DISADVANTAGED

Project Number	Project Name	Fiscal Year	FFY 1986 Carryover	FFY 1987 Carryover	SFY 1987 State	SFY 1988 State	TOTAL
3.1	Regional Public Library Systems	1987	263,207				263,207
		1988					
3.2	Public Library Services for Disadvantaged Populations	1987	0				0
		1988		0			0

TITLE I - LIBRARY SERVICES

Project Number	Project Name	Fiscal Year	FFY 1986 Carryover	FFY 1987 Carryover	SFY 1987 State	SFY 1988 State	TOTAL
	PRIORITY: SERVICES TO PHYSICALLY HANDICAPPED						
4.1	Library Services for the Blind and Physically Handicapped	1987			1,019,773		1,019,773
		1988				1,019,773	1,019,773
	PRIORITY: SERVICES TO INSTITUTIONALIZED						
5.1	Centralized Acquisitions for State Institutions	1987	46,055		337,940		383,995
		1988		46,055		337,940	383,995
	PRIORITY: MAJOR URBAN RESOURCE LIBRARY						
7.1	Major Urban Resource Libraries	1987	400,468				400,468
		1988		0			0
	PRIORITY: SERVICES TO LIMITED ENGLISH-SPEAKING						
9.1	Regional Public Library Systems	1987	1,819,513				1,819,513
		1988		1,632,285			1,632,285
	PRIORITY: LITERACY PROGRAMS						
11.1	Regional Public Library Systems	1987	127,287				127,287
		1988		152,786			152,786
	PRIORITY: ADMINISTRATION						
13.1	Administrative Expenses for LSCA	1987			258,017		258,017
		1988		39,532		255,932	295,464

TITLE II - PUBLIC LIBRARY CONSTRUCTION

Project Number	Project Name	Fiscal Year	FFY 1986 Carryover	FFY 1987 Carryover	SFY 1987 State	SFY 1988 State	TOTAL
1.1	Public Library Construction	1987	1,149,100				1,149,100
		1988		838,843			838,843

TITLE III - INTERLIBRARY COOPERATION AND RESOURCE SHARING

Project Number	Project Name	Fiscal Year	FFY 1986 Carryover	FFY 1987 Carryover	SFY 1987 State	SFY 1988 State	TOTAL
	PRIORITY: PLANNING OF COOPERATIVE NETWORKS						
1.1	Demonstrations of Interlibrary Cooperation	1987	0				0
		1988		0			0
	PRIORITY: ESTABLISHING, EXPANDING, AND OPERATING LIBRARY NETWORKS						
3.1	Demonstrations of Interlibrary Cooperation	1987	681,445				681,445
		1988		139,283			139,283
3.2	Interlibrary Loan and Reference Referral Network	1987	310,379				310,379
		1988		577,324			577,324
3.3	Texas Union List of Serials	1987	27,500				27,500
		1988		27,500			27,500

Revised 6/11/86

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State Texas

FY 1987

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

CHECK TITLE	PROJECT NO.
☒ I ☐ III	1.1

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Texas State Library - state agency

ADDRESS (Number, Street, City and State)	ZIP CODE	TELEPHONE
Box 12927/Capitol Station Austin, Texas	78711	(512) 463-5465

2. NAME OF PROJECT (Identify LSCA Function or Activity)
Public Library Establishment

3. AREA TO BE SERVED BY PROJECT (Give largest area designation, e.g., statewide, region, county)
County

4. PROJECT STATUS ☐ INITIAL PROJECT ☒ CONTINUING PROJECT

a. ESTIMATE TOTAL TIME SPAN (years) NA
b. PROJECT BEGAN 1972
c. PROPOSED TERMINATION NA

5. NUMBER OF PERSONS TO BE SERVED BY PROJECT (Best estimate)
2,300

6. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY	0	XXXXXXXXXXX	XXXXXXXXXXXX	0
Current FY funds				
Total Expenditures	0			0
Carryover to next FY	20,000	XXXXXXXXXXX	XXXXXXXXXXXX	20,000

7. Give a short description of the project, its goals and objectives. (If additional pages are required, please add.)

See narrative report which follows.

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ED FORM

PART IV, PROGRAM NARRATIVE
TITLE I - PROJECT 1.1
PUBLIC LIBRARY (AREAS WITHOUT SERVICES)
PUBLIC LIBRARY ESTABLISHMENT

1. Objectives and Need For This Assistance.

   a. Objective

   To encourage and support the establishment of public libraries in unserved counties. (Goal 3, Objective 3.1, p. 20 of the Long Range Plan for Statewide Library Development, 1987-89.)

   b. Need

   An analysis of the need for this project is provided in Chapter 4, pp. 44-45 of the Long Range Plan for Statewide Library Development, 1987-89.

2. Results or Benefits Expected.

   Number of counties with public library service: 247
   Number of counties appropriating funds for public libraries: 190

3. Approach

   Funds will be granted for the establishment of libraries in unserved counties.

   Applications for Establishment Grants are mailed to all county judges in counties without public library service on January 31. MRC directors and system coordinators also receive copies of Establishment Grant applications.

   The State Library and regional library systems provide consultation to members of new library boards who apply for Establishment Grants. To assist new libraries, consultants explain the grant guidelines and rules and regulations for system membership. Consultants also provide assistance in establishing and operating public libraries. During the grant period, they are often called upon for help in a variety of technical areas.

   Each grant may extend up to three years, subject to annual reapplication by the subgrantee and approval by the Texas State Library. A subgrantee, who qualifies for three annual awards, receives $60,000 in grant funds for a three year period.

   In order to qualify for either of these grant awards the local county government, in which the subgrantee is located, must agree to appropriate and expend county funds in cash or in-kind in accordance with the following formula:

   a) First year of grant - $.75 per capita or $2500, whichever is greater.
   b) Second year of grant - $1.00 per capita or $2500, whichever is greater.
   c) Third year of grant - $1.20 per capita or $2500, whichever is greater.

Throughout the project period, recipients are advised that they may revise unrealistic or unattainable project objectives. Revised measures of performance are submitted with the library's narrative and statistical reports. Budgetary revisions may be authorized by the Texas State Library if original budget estimates prove incorrect. Such budgetary revisions are authorized by Letters of Concurrence which officially amend the expenditures section of the contract.

Failure by subgrantees to submit any of the required documents shall constitute defaulting on the LSCA contract and shall be grounds for suspending the grant. Failure by the local county government to appropriate and expend the required amount of county funds will also be grounds for suspending the grant. Audits will be reviewed by the Texas State Library staff, and audit exceptions will be resolved.

Evaluation of the project's over-all success will be measured by the increase in the number of counties with public library service, the number of Texans served by the Texas Library System, and the number of counties appropriating funds for Texas libraries.

All Texas public libraries in counties without library service are eligible to participate. Consultants for this project include the staff of the Library Development Division and Regional Systems offices.

For additional information concerning the approach to be used to meet the objectives of Project 1.1, Public Library Establishment, see Appendix A, Establishment Grant Application Guidelines.

4. Geographic Location in SFY 1987 (LSCA FFY 1986 Carryover)

Any Texas county without library service is eligible to apply for an Establishment Grant.

3013.2A/I.1.1

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State Texas

FY 1987

Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

CHECK TITLE	PROJECT NO.
☒ I ☐ III	2.1

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Texas State Library - state agency

ADDRESS (Number, Street, City and State)	ZIP CODE	TELEPHONE
Box 12927/Capitol Station Austin, Texas	78711	(512) 463-5465

2. NAME OF PROJECT (Identify LSCA Function or Activity)	3. AREA TO BE SERVED BY PROJECT (Give largest area designation, e.g., statewide, region, county)
Public Library Reorganization	County

4. PROJECT STATUS ☐ INITIAL PROJECT ☒ CONTINUING PROJECT

a. ESTIMATE TOTAL TIME SPAN (years) NA **b. PROJECT BEGAN** 1972 **c. PROPOSED TERMINATION** NA

5. NUMBER OF PERSONS TO BE SERVED BY PROJECT (Best estimate) ______

6. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY	0	XXXXXXXXXXXX	XXXXXXXXXXXX	0
Current FY funds	0			0
Total Expenditures	0			0
Carryover to next FY	0	XXXXXXXXXXXX	XXXXXXXXXXXX	0

7. Give a short description of the project, its goals and objectives. **(If additional pages are required, please add.)**

See narrative report which follows.

ED FORM ______.

PART IV, PROGRAM NARRATIVE
TITLE I - PROJECT 2.1
PUBLIC LIBRARY (AREAS WITH INADEQUATE SERVICES)
PUBLIC LIBRARY REORGANIZATION

1. Objectives and Need For This Assistance.

   a. Objective

   To award grants to public libraries to federate or consolidate for more adequate and efficient service to all county residents. (Goal 3, Objective 3.2, p. 20 of the Long Range Plan for Statewide Library Development, 1987-89.)

   b. Need

   An analysis of the need for this project is provided in Chapter 4, p. 45 of the Long Range Plan for Statewide Library Development, 1987-89.

2. Results or Benefits Expected

Number of counties appropriating funds for public libraries: 190
Number of federated library systems: 8

3. Approach

Public libraries are notified about the Incentive Grant program (libraries joining together to form larger units of service) through an announcement in Library Developments newsletter. MRC directors and system coordinators also receive copies of Incentive Grant applications.

The State Library and regional library systems provide consultation to members of library boards who apply for Incentive Grants. To assist new libraries, consultants explain the grant guidelines and rules and regulations for system membership. Consultants also provide assistance in establishing and operating public libraries. During the grant period, they are often called upon for help in a variety of technical areas.

Each grant may extend up to three years, subject to annual reapplication by the subgrantee and approval by the Texas State Library. A subgrantee, who qualifies for three annual awards, receives $60,000 in grant funds for a three year period.

In order to qualify for either of these grant awards the local county government, in which the subgrantee is located, must agree to appropriate and expend county funds in cash or in-kind in accordance with the following formula:

a) First year of grant - $.75 per capita or $2500, whichever is greater.
b) Second year of grant - $1.00 per capita or $2500, whichever is greater.
c) Third year of grant - $1.20 per capita or $2500, whichever is greater.

Incentive grants will have the further requirement that a County Coordinator occupy a separate position with responsibility for planning and programming for county-wide services.

In FY 1987 only one Incentive Grant will be awarded. A review of the program indicates that the Incentive Grant Program has not been as effective in achieving the desired results of extending library services to previously unserved areas and encouraging libraries to form larger units of service through consolidated or federated library systems. Since 1974 nine incentive grants were awarded to seven counties. A strong sense of community pride and local autonomy continue to be factors prohibiting cooperative efforts at the county level. For these reasons, no mergers or consolidated systems have been formed as a result of this program.

Throughout the project period, recipients are advised that they may revise unrealistic or unattainable project objectives. Revised measures of performance are submitted with the library's narrative and statistical reports. Budgetary revisions may be authorized by the Texas State Library if original budget estimates prove incorrect. Such budgetary revisions are authorized by Letters of Concurrence which officially amend the expenditures section of the contract.

Failure by subgrantees to submit any of the required documents shall constitute defaulting on the LSCA contract and shall be grounds for suspending the grant. Failure by the local county government to appropriate and expend the required amount of county funds will also be grounds for suspending the grant. Audits will be reviewed by the Texas State Library staff, and audit exceptions will be resolved.

Evaluation of the project's over-all success will be measured by the number of Texans served by the Texas Library System, and the number of counties appropriating funds for Texas libraries.

Consultants for this project include the staff of the Library Development Division and Regional Systems offices.

For additional information concerning the approach to be used to meet the objectives of Project 2.1, Public Library Reorganization, see Appendix B, Incentive Grant Application Guidelines.

4. Geographic Location

All Texas counties having two or more wholly independent public libraries are eligible to apply for an Incentive Grant.

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i. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

CHECK TITLE	PROJECT NO.
☒ I ☐ III	2.2

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Texas State Library - state agency

ADDRESS (Number, Street, City and State): Box 12927/Capitol Station Austin, Texas
ZIP CODE: 78711
TELEPHONE: (512) 463-5465

2. NAME OF PROJECT (Identify LSCA Function or Activity)
Regional Public Library Systems

3. AREA TO BE SERVED BY PROJECT (Give largest area designation, e.g., statewide, region, county)
Statewide

4. PROJECT STATUS ☐ INITIAL PROJECT ☒ CONTINUING PROJECT

a. ESTIMATE TOTAL TIME SPAN (years) NA
b. PROJECT BEGAN 1976
c. PROPOSED TERMINATION NA

5. NUMBER OF PERSONS TO BE SERVED BY PROJECT (Best estimate)
10,664,627

6. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY	0	XXXXXXXXXXX	XXXXXXXXXXXX	0
Current FY funds		5,361,742		5,361,742
Total Expenditures	0	5,361,742		5,361,742
Carryover to next FY	0	XXXXXXXXXXX	XXXXXXXXXXXX	0

7. Give a short description of the project, its goals and objectives. (If additional pages are required, please add.)

See narrative report which follows.

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I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

CHECK TITLE	PROJECT NO.
☒ I ☐ III	2.2.1

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Abilene Public Library - regional library

ADDRESS (Number, Street, City and State)
202 Cedar Street Abilene, Texas

ZIP CODE 79601

TELEPHONE (915) 677-2474

2. NAME OF PROJECT (Identify LSCA Function or Activity)
System Operation - Big Country Library System

3. AREA TO BE SERVED BY PROJECT (Give largest area designation, e.g., statewide, region, county)
Region

4. PROJECT STATUS ☐ INITIAL PROJECT ☒ CONTINUING PROJECT

a. ESTIMATE TOTAL TIME SPAN (years) NA

b. PROJECT BEGAN 1976

c. PROPOSED TERMINATION NA

5. NUMBER OF PERSONS TO BE SERVED BY PROJECT (Best estimate)
380,767

6. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY		XXXXXXXXXXX	XXXXXXXXXXXX	
Current FY funds		346,361		346,361
Total Expenditures		346,361		346,361
Carryover to next FY		XXXXXXXXXXX	XXXXXXXXXXXX	

7. Give a short description of the project, its goals and objectives. (If additional pages are required, please add.)

See narrative report which follows.

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State Texas

FY 1987

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

CHECK TITLE	PROJECT NO.
/X/ I / / III	2.2.2

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Amarillo Public Library - regional library

ADDRESS (Number, Street, City and State)	ZIP CODE	TELEPHONE
413 East Fourth Street Amarillo, Texas	79109	(806) 378-5050

2. NAME OF PROJECT (Identify LSCA Function or Activity)	3. AREA TO BE SERVED BY PROJECT (Give largest area designation, e.g., statewide, region, county)
System Operation - Texas Panhandle Library System	Region

4. PROJECT STATUS / / INITIAL PROJECT /X/ CONTINUING PROJECT

a. ESTIMATE TOTAL TIME SPAN (years)	b. PROJECT BEGAN	c. PROPOSED TERMINATION
NA	1976	NA

5. NUMBER OF PERSONS TO BE SERVED BY PROJECT (Best estimate)
362,724

6. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY		XXXXXXXXXXXX	XXXXXXXXXXXXX	
Current FY funds		321,302		321,302
Total Expenditures		321,302		321,302
Carryover to next FY		XXXXXXXXXXXX	XXXXXXXXXXXXX	

7. Give a short description of the project, its goals and objectives. (If additional pages are required, please add.)

See narrative report which follows.

BEST COPY AVAILABLE

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FY 1987

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

CHECK TITLE	PROJECT NO.
/x/ I / / III	2.2.3

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Austin Public Library - regional library

ADDRESS (Number, Street, City and State)	ZIP CODE	TELEPHONE
800 Guadalupe Austin, Texas	78768	(512) 472-0299

2. NAME OF PROJECT (Identify LSCA Function or Activity)
System Operation - Central Texas Library System

3. AREA TO BE SERVED BY PROJECT (Give largest area designation, e.g., statewide, region, county)
Region

4. PROJECT STATUS / / INITIAL PROJECT /x/ CONTINUING PROJECT

a. ESTIMATE TOTAL TIME SPAN (years) NA b. PROJECT BEGAN 1976 c. PROPOSED TERMINATION NA

5. NUMBER OF PERSONS TO BE SERVED BY PROJECT (Best estimate)
1,057,545

6. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY		XXXXXXXXXXX	XXXXXXXXXXXX	
Current FY funds		708,114		708,114
Total Expenditures		708,114		708,114
Carryover to next FY		XXXXXXXXXXX	XXXXXXXXXXXX	

7. Give a short description of the project, its goals and objectives. (If additional pages are required, please add.)

See narrative report which follows.

ED FORM

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I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

CHECK TITLE	PROJECT NO.
☒ I ☐ III	2.2.4

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Fort Worth Public Library - regional library

ADDRESS (Number, Street, City and State): 300 Taylor Street Fort Worth, Texas
ZIP CODE: 76102
TELEPHONE: (817) 870-7705

2. NAME OF PROJECT (Identify LSCA Function or Activity)
System Operation - North Texas Library System

3. AREA TO BE SERVED BY PROJECT (Give largest area designation, e.g., statewide, region, county)
Region

4. PROJECT STATUS ☐ INITIAL PROJECT ☒ CONTINUING PROJECT

a. ESTIMATE TOTAL TIME SPAN (years) NA
b. PROJECT BEGAN 1976
c. PROPOSED TERMINATION NA

5. NUMBER OF PERSONS TO BE SERVED BY PROJECT (Best estimate)
1,411,797

6. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY		XXXXXXXXXXX	XXXXXXXXXXXX	
Current FY funds		738,611		738,611
Total Expenditures		738,611		738,611
Carryover to next FY		XXXXXXXXXXX	XXXXXXXXXXXX	

7. Give a short description of the project, its goals and objectives. (If additional pages are required, please add.)

See narrative report which follows.

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State Texas

FY 1987

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

CHECK TITLE	PROJECT NO.
☒ I ☐ III	2.2.5

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Nicholson Memorial Library - regional library

ADDRESS (Number, Street, City and State)	ZIP CODE	TELEPHONE
625 Austin Street Garland, Texas	75040	(214) 494-7187

2. NAME OF PROJECT (Identify LSCA Function or Activity)
System Operation Northeast Texas Library System

3. AREA TO BE SERVED BY PROJECT (Give largest area designation, e.g., statewide, region, county)
Region

4. PROJECT STATUS ☐ INITIAL PROJECT ☒ CONTINUING PROJECT

a. ESTIMATE TOTAL TIME SPAN (years) NA **b. PROJECT BEGAN** 1976 **c. PROPOSED TERMINATION** NA

5. NUMBER OF PERSONS TO BE SERVED BY PROJECT (Best estimate)
2,698,984

6. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY		XXXXXXXXXXX	XXXXXXXXXXXX	
Current FY funds		1,269,087		1,269,087
Total Expenditures		1,269,087		1,269,087
Carryover to next FY		XXXXXXXXXXX	XXXXXXXXXXXX	

7. Give a short description of the project, its goals and objectives. **(If additional pages are required, please add.)**

See narrative report which follows.

ED FORM________

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FY 1987

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

CHECK TITLE
☒ I
☐ III

PROJECT NO. 2.2.6

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Houston Public Library - regional library

ADDRESS (Number, Street, City and State): 500 McKinney Avenue Houston, Texas
ZIP CODE: 77002
TELEPHONE: (713) 224-5441

2. NAME OF PROJECT (Identify LSCA Function or Activity)
System Operation - Houston Area Library System

3. AREA TO BE SERVED BY PROJECT (Give largest area designation, e.g., statewide, region, county)
Region

4. PROJECT STATUS ☐ INITIAL PROJECT ☒ CONTINUING PROJECT

a. ESTIMATE TOTAL TIME SPAN (years) NA
b. PROJECT BEGAN 1976
c. PROPOSED TERMINATION NA

5. NUMBER OF PERSONS TO BE SERVED BY PROJECT (Best estimate)
4,039,533

6. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY		XXXXXXXXXXX	XXXXXXXXXXXX	
Current FY funds		1,532,355		1,532,355
Total Expenditures		1,532,355		1,532,355
Carryover to next FY		XXXXXXXXXXX	XXXXXXXXXXXX	

7. Give a short description of the project, its goals and objectives. (If additional pages are required, please add.)

See narrative report which follows.

DEPARTMENT OF EDUCATION
Washington, D.C. 20208-1730

THE LIBRARY SERVICES AND CONSTRUCTION ACT-STATE ADMINISTERED PROGRAM
P.L. 91-600, as amended

Annual Program (Sec.3(13))

State Texas

FY 1987

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

CHECK TITLE	PROJECT NO.
☒ I ☐ III	2.2.7

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Lubbock City-County Public Library - regional library

ADDRESS (Number, Street, City and State) 1306 Ninth Street Lubbock, Texas
ZIP CODE 79401
TELEPHONE (806) 762-6411

2. NAME OF PROJECT (Identify LSCA Function or Activity)
System Operation - West Texas Library System

3. AREA TO BE SERVED BY PROJECT (Give largest area designation, e.g., statewide, region, county)
Region

4. PROJECT STATUS ☐ INITIAL PROJECT ☒ CONTINUING PROJECT

a. ESTIMATE TOTAL TIME SPAN (years) NA
b. PROJECT BEGAN 1976
c. PROPOSED TERMINATION NA

5. NUMBER OF PERSONS TO BE SERVED BY PROJECT (Best estimate)
713,277

6. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY		XXXXXXXXXXX	XXXXXXXXXXXX	
Current FY funds		445,912		445,912
Total Expenditures		445,912		445,912
Carryover to next FY		XXXXXXXXXXX	XXXXXXXXXXXX	

7. Give a short description of the project, its goals and objectives. (If additional pages are required, please add.)

See narrative report which follows.

ED FORM

PART IV, PROGRAM NARRATIVE
TITLE I - PROJECT 2.2
PUBLIC LIBRARY (AREAS WITH INADEQUATE SERVICES)
REGIONAL PUBLIC LIBRARY SYSTEMS

1. Objectives and Need For This Assistance.

a. Objectives

To award system operation grants to the library systems. (Goal 1, Objective 1.1, p. 15 of the Long Range Plan for Statewide Library Development, 1987-89.)

To encourage libraries to loan materials without charge to the borrower through the formation of reciprocal borrowing agreements and city-county contracts. (Goal 2, Objective 2.3, p. 19 of the Long Range Plan for Statewide Library Development, 1987-89.)

To encourage provision of regional and local cooperative services for meeting common user needs through joint planning, informal cooperation, and contractual arrangements among public, academic, school, and special libraries. (Goal 2, Objective 2.5, p. 19 of the Long Range Plan for Statewide Library Development, 1987-89.)

To encourage the establishment of regional library systems, including public, academic, special, and school libraries, to engage in planning and provision of cooperative library services. (Goal 2, Objective 2.6, p. 20 of the Long Range Plan for Statewide Library Development, 1987-89.)

To encourage library systems to provide library service to counties without local public library service. (Goal 3, Objective 3.3, p. 20 of the Long Range Plan for Statewide Library Development, 1987-89.)

To provide technical assistance and consulting upon request to librarians, library staff, trustees, advisory councils, and interested persons. (Goal 4, Objective 4.1, p. 21 of the Long Range Plan for Statewide Library Development, 1987-89.)

To facilitate, coordinate, and promote statewide library continuing education activities, and to prepare and provide continuing education workshops and materials for interested persons working in and with libraries. (Goal 4, Objective 4.2, p. 21 of the Long Range Plan for Statewide Library Development, 1987-89.)

To assist libraries in improving library services to the disadvantaged. (Goal 5, Objective 5.1, p. 22 of the Long Range Plan for Statewide Library Development, 1987-89.)

To provide assistance for adult literacy programs in public libraries. (Goal 5, Objective 5.6, p. 24 of the Long Range Plan for Statewide Library Development, 1987-89.)

b. Need

An analysis of the need for this project is provided in Chapter 4, pp. 25-29, 41, 43-58, and 77 of the Long Range Plan for Statewide Library Development, 1987-89.

2. Results or Benefits Expected

The number of persons served by the Texas Library Systems will be 13,500,000 persons.
The number of library materials purchased through the library systems to support local library and system services will be 281,850.
The number of persons viewing 16mm films in the library systems will be 6,000,000.
The number of persons viewing videocassettes or filmstrips in the library systems will be 3,019,400.
The number of circulations from system extension collections (books, cassettes, art prints) will be 120,100.
The number of publicity materials distributed through the library systems will be 1,200,000 pieces.
The number of materials circulated using the library systems' automated circulation systems will be 5,417,750.
The number of system-supported reciprocal borrowing transactions will be 5,000.
The amount of system-supported interlibrary loan activity (reference referral, lateral interlibrary loan) will be 8,250.
The number of persons served through the library systems' books-by-mail programs will be 10,000.
The number of circulations in the library systems books-by-mail programs will be 10,000.
The number of consultant hours of assistance provided by the library systems will be 15,000.
The number of continuing education student hours provided by the library systems will be 11,000.
The number of persons attending workshops sponsored by the library systems will be 2,400.
The amount expended by the library systems on library materials and services impacting the disadvantaged will be 1 million.
The number of student hours of literacy instruction in system-supported literacy training programs will be 139,000.

3. Approach

The annual plan for systems development in each of the regions is the product of planning by the major resource center director, the designated system staff, the system advisory council, the system member librarians, and the lay representatives selected by the system member libraries' local governing authorities. While the Library Systems Act specifies that the annual plan must be prepared by the Major Resource Center in close consultation with the system advisory council, the Rules for Administering the Library Systems Act require that the planning and program determination involve system librarians and lay representatives. All annual plans submitted must document this broad-based participation in the planning process. In addition to the annual plan for systems development, each system is required to develop a biennial long range plan.

Fiscal support for the systems development program will be derived from the state Library Systems Act state appropriation and from the federal Library Services and Construction Act. Merging these two funding sources for the implementation of the systems program will ensure a more significant impact on the improvement of service in Texas. Again in FY 1987, systems will be awarded funds to implement system-wide literacy programs. Systems will provide literacy training using a variety of approaches. Some systems will award minigrants to member libraries which apply for such assistance. Some systems will try to encourage new literacy projects, while others will concentrate on enhancing existing programs. Many systems will offer training and consulting in the area of adult literacy.

System plans of service for SFY 1987 will be submitted by the ten public library systems according to application guidelines prepared by the Texas State Library staff and approved by the Texas State Library and Archives Commission. Proposals will be evaluated by the staff, and final recommendations regarding funding will be presented to the Texas State Library and Archives Commission for review and approval.

Systems must complete and file with the Texas State Library the following documents: (1) five quarterly expenditure reports of grant disbursement and/or encumbrances; (2) two six-month narrative evaluation reports; (3) twelve monthly statistical reporting forms (see Long Range Plan for Statewide Library Development, 1987-89, Chapter 4); (4) one final audit of grant funds due six months following the termination of the system contract; and (5) update to the six-year plan.

Failure to submit any of the required documents shall constitute defaulting on the contract and shall be grounds for suspending the grant. Audits will be reviewed by the Texas State Library staff, and audit exceptions will be resolved.

Appendix A of the Long Range Plan for Statewide Library Development, 1987-89 contains the evaluation outline which serves as a guide for preparing semiannual narrative reports. Each system must account for variances in meeting goals and objectives during the fiscal year. Also in Appendix A of the Long Range Plan for Statewide Library Development, 1987-89 are the Standardized Reporting Form and a guide for conducting on-site evaluations.

Libraries eligible to apply for grants are those ten major resource centers serving as headquarters for the public library systems. Area libraries may be eligible for direct grants from the Texas State Library if the annual plan of service submitted by the system authorizes this. Recipients of the system services will be those public libraries accredited as system members and those additional public libraries authorized to provide special services under the system plan of service. Personnel involved in the project will be the Assistant State Librarian, the Director of the Library Development Division, the Manager of the Systems Development Department, the Grants Coordinator, the Grants Administrator, the Statistician, the Office Supervisor, and the Statistics Assistant. Proposals will be reviewed by the State Library staff and will be approved by the State Library and Archives Commission.

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For additional information concerning the approach to be used to meet the objectives of Project 2.1, Regional Public Library Systems, see Appendix C, Guidelines for System Plans of Service and Abstracts of SFY 1987 (LSCA FFY 1986 Carryover) Subgrant Projects.

4. Geographic Location in SFY 1987 (LSCA FFY 1986 Carryover)

Big Country Library System
(Abilene Public Library)

Central Texas Library System
(Austin Public Library)

Houston Area Library System
(Houston Public Library)

Northeast Texas Library System
(Nicholson Memorial Library, Garland)

North Texas Library System
(Fort Worth Public Library)

Texas Panhandle Library System
(Amarillo Public Library)

West Texas Library System
(Lubbock City-County Library)

3013.2A/I.2.2-2.2.1

DEPARTMENT OF EDUCATION
Washington, D.C. 20208-1730

THE LIBRARY SERVICES AND CONSTRUCTION ACT-STATE ADMINISTERED PROGRAM
P.L. 91-600, as amended

Annual Program (Sec.3(13))

State Texas

FY 1987

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

CHECK TITLE	PROJECT NO.
☒ I ☐ III	2.3

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Texas State Library - state agency

ADDRESS (Number, Street, City and State) Box 12927/Capitol Station Austin, Texas
ZIP CODE 78711
TELEPHONE (512) 463-5465

2. NAME OF PROJECT (Identify LSCA Function or Activity)
Interlibrary Loan and Reference Referral Network

3. AREA TO BE SERVED BY PROJECT (Give largest area designation, e.g., statewide, region, county)
Statewide

4. PROJECT STATUS ☐ INITIAL PROJECT ☒ CONTINUING PROJECT

a. ESTIMATE TOTAL TIME SPAN (years) NA **b. PROJECT BEGAN** 1968 **c. PROPOSED TERMINATION** NA

5. NUMBER OF PERSONS TO BE SERVED BY PROJECT (Best estimate)
165,000

6. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY	1,305,561	XXXXXXXXXXX	XXXXXXXXXXXX	1,305,561
Current FY funds				
Total Expenditures	1,305,561			1,305,561
Carryover to next FY	1,079,092	XXXXXXXXXXX	XXXXXXXXXXXX	1,079,092

7. Give a short description of the project, its goals and objectives. (If additional pages are required, please add.)

See narrative report which follows.

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ED FORM________

PART IV, PROGRAM NARRATIVE
TITLE I - PROJECT 2.3
PUBLIC LIBRARY (AREAS WITH INADEQUATE SERVICES)
INTERLIBRARY LOAN AND REFERENCE REFERRAL NETWORK

1. Objectives and Need For This Assistance.

a. Objective

To provide interlibrary loan services and answers to informational inquiries through a network of public, academic, and special libraries. (Goal 2, Objective 2.1, p. 18 of the Long Range Plan for Statewide Library Development, 1987-89.)

b. Need

An analysis of the need for this project is provided in Chapter 4, pp. 38-40 of the Long Range Plan for Statewide Library Development, 1987-89.

2. Results or Benefits Expected.

To fill 161,000 interlibrary loan requests and reference referrals through the Texas State Library Communications Network.

3. Approach.

Libraries attempt to meet the information needs of all their users primarily from local library and information sources. When the local sources are inadequate to meet the need, librarians can submit the requests to the Texas State Library Communications Network. The primary purpose of this project is to improve public library services to underserved areas or groups.

Requests for interlibrary loans are telephoned to the interlibrary loan referral center in the large public library which serves the geographic area. The interlibrary loan project staff will send the books or photocopies from the collection to fill the requests. If unavailable at that library, the request will be referred to other public and academic libraries via the OCLC computer.

For the public libraries which serve as referral centers, this project reimburses the expenses for staff salaries, fringe benefits, supplies, communication, postage, equipment and adminstration. Academic libraries are reimbursed at a fixed rate per net loan for those loans which are made to public libraries.

Because of concern for both the total and unit costs, the State Library staff closely monitors the progress of this program. Studies are conducted to improve efficiency and reduce costs. During the coming year changes may be made or tested to accomplish these objectives.

The project will provide materials and information not available in the local library by providing interlibrary loan and referral services to Texas public, special and academic libraries. It will provide for technical assistance and workshops to help Texas libraries, especially the smaller ones, make this service widely available to all citizens. It will make the resources of the major Texas public and academic libraries more widely available to all citizens.

TIMETABLE

June 1, 1986	Mail tentative contracts to MRC libraries
July 15, 1986	Mail final contracts to MRC libraries
August 15, 1986	Mail contracts to academic libraries
September 1, 1986	Effective date of contracts
August 31, 1987	End of contract period

Interlibrary loan statistics are collected at the Texas State Library from each referral center and are cumulated semi-annually and annually. Evaluation criteria are the number and percentage of requests filled, cost per fill, and turnaround time.

Special studies are periodically conducted to examine procedures and determine staffing levels.

The participants in this project are all public libraries in Texas. While most academic and special libraries are served by simply responding to the requests they initiate over OCLC or by mail, some participate like the public libraries by telephoning in their requests. In FY 1987, the second year of a pilot project will be conducted; one referral center will be supplying a limited level of interlibrary loan service (no referrals outside the region) to a small rural school district.

For additional information concerning the approach to be used to meet the objectives of Project 2.3, Interlibrary Loan and Reference Referral Network, see Appendix D, Guidelines for Interlibrary Loan Contracts.

4. Geographic Location.

The location of this project will be the entire state.

3013.2/I.2.3

DEPARTMENT OF EDUCATION
Washington, D.C. 20208-1730

THE LIBRARY SERVICES AND CONSTRUCTION ACT-STATE ADMINISTERED PROGRAM
P.L. 91-600, as amended

Annual Program (Sec.3(13))

State Texas

FY 1987

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

CHECK TITLE	PROJECT NO.
☒ I ☐ III	2.4

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Texas State Library - state agency

ADDRESS (Number, Street, City and State)	ZIP CODE	TELEPHONE
Box 12927/Capitol Station Austin, Texas	78711	(512) 463-5465

2. NAME OF PROJECT (Identify LSCA Function or Activity)
Texas Reading Club

3. AREA TO BE SERVED BY PROJECT (Give largest area designation, e.g., statewide, region, county)
Statewide

4. PROJECT STATUS ☐ INITIAL PROJECT ☒ CONTINUING PROJECT

a. ESTIMATE TOTAL TIME SPAN (years) NA b. PROJECT BEGAN 1958 c. PROPOSED TERMINATION NA

5. NUMBER OF PERSONS TO BE SERVED BY PROJECT (Best estimate)
380,000

6. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY		XXXXXXXXXXX	XXXXXXXXXXXX	
Current FY funds		47,715		47,715
Total Expenditures		47,715		47,715
Carryover to next FY		XXXXXXXXXXX	XXXXXXXXXXXX	

7. Give a short description of the project, its goals and objectives. (If additional pages are required, please add.)

See narrative report which follows.

ED FORM

PART IV, PROGRAM NARRATIVE
TITLE I - PROJECT 2.4
PUBLIC LIBRARY (AREAS WITH INADEQUATE SERVICES)
TEXAS READING CLUB

1. Objectives and Need For This Assistance.

   a. Objective

   To encourage the use of libraries by children and young adults through distribution of promotional items. (Goal 5, Objective 5.4, p. 23 of the Long Range Plan for Statewide Library Development, 1987-89.)

   b. Need

   An analysis of the need for this project is provided in Chapter 4, p. 76 of the Long Range Plan for Statewide Library Development, 1987-89.

2. Results or Benefits Expected.

   The number of Texas Reading Club materials distributed will be a minimum of 360,000. This figure represents the number of reading logs sent to Texas libraries.

3. Approach.

   Materials will be distributed to all libraries which submit a formal order. The order form will appear in the summer issues of the Library Developments newsletter. It will also be attached to the program evaluation which will be mailed to current participants in August. Items to be distributed include posters, bookmarks, reading logs, certificates, and planning manuals.

   A librarian's planning handbook will be prepared to aid librarians in designing programs based on the selected theme. This handbook includes information on the planning process, games, program ideas, and a bibliography. All material will be produced and distributed in time for participating libraries to use them during the summer.

   TIMETABLE

Selection of Theme and Slogan	January, 1986
Negotiation with artist/advertising agency for production of original art	March, 1986
Negotiation for writing of librarian's planning handbook	March, 1986
Publicity article in July issue of Library Developments, including order form	July, 1986

Reading Club evaluations mailed out, including order form for 1987 program	August, 1986
Deadline for receipt of orders	September 18, 1986
Reading Club Evaluations due at Texas State Library	September, 1986
Bid specifications for printing, written and submitted	September, 1986
Bid let, materials printed	November, 1986
Materials mailed to participating libraries	February, 1987
Mail out of additional materials, as requested, until supplies are exhausted	March-August, 1987
Evaluation on 1987 program by participating libraries	August-September, 1987
Publication of evaluation results	November, 1987

During the year, librarians may make recommendations for improving the program. They are encouraged to call or write State Library staff. In summer, evaluation forms are sent to all participating libraries. The evaluation forms request information about the success of the local programs, problems faced by the libraries, and suggestions for future themes.

All Texas public and school libraries are eligible to participate in the program. Institutional libraries may order materials if appropriate to their clientele.

4. Geographic Location.

The entire State of Texas.

DEPARTMENT OF EDUCATION
Washington, D.C. 20208-1730

THE LIBRARY SERVICES AND CONSTRUCTION ACT-STATE ADMINISTERED PROGRAM
P.L. 91-600, as amended

Annual Program (Sec.3(13))

State Texas

FY 1987

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

CHECK TITLE	PROJECT NO.
☒ I ☐ III	2.5

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Texas State Library - state agency

ADDRESS (Number, Street, City and State): Box 12927/Capitol Station Austin, Texas
ZIP CODE: 78711
TELEPHONE: (512) 463-5465

2. NAME OF PROJECT (Identify LSCA Function or Activity): Statewide Video Project

3. AREA TO BE SERVED BY PROJECT (Give largest area designation, e.g., statewide, region, county): Statewide

4. PROJECT STATUS ☐ INITIAL PROJECT ☒ CONTINUING PROJECT

a. ESTIMATE TOTAL TIME SPAN (years) NA
b. PROJECT BEGAN 1977
c. PROPOSED TERMINATION 8/31/87

5. NUMBER OF PERSONS TO BE SERVED BY PROJECT (Best estimate): 100,000

6. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY		XXXXXXXXXXX	XXXXXXXXXXXX	
Current FY funds		22,919		22,919
Total Expenditures		22,919		22,919
Carryover to next FY		XXXXXXXXXXX	XXXXXXXXXXXX	

7. Give a short description of the project, its goals and objectives. (If additional pages are required, please add.)

See narrative report which follows.

BEST COPY AVAILABLE

ED FORM________

PART IV, PROGRAM NARRATIVE
TITLE I - PROJECT 2.5
PUBLIC LIBRARY (AREAS WITH INADEQUATE SERVICES)
STATEWIDE VIDEO PROJECT

1. Objectives and Need For This Assistance.

   a. Objectives

   To provide for the distribution and production of audiovisual materials through the Texas State Library, and library systems, as an alternative to written materials. (Goal 5, Objective 5.5, p. 23 of the Long Range Plan for Statewide Library Development, 1987-89.)

   To provide assistance for adult literacy programs in public libraries. (Goal 5, Objective 5.6, p. 24 of the Long Range Plan for Statewide Library Development, 1987-89.)

   b. Need

   An analysis of the need for this project is provided in Chapter 4, pp. 76-77 of the Long Range Plan for Statewide Library Development, 1987-89.

2. Results or Benefits Expected.

   Number of viewers: 100,000

3. Approach.

   The Statewide Video Project provides a collection of over 1300 videocassettes in 3/4 inch U-matic format, for video programming in Texas Libraries. This project, having successfully demonstrated the use of video as an alternative medium for cultural, educational and leisure programming in libraries, will be terminated effective the end of FY 1987.

   During FY 1987, plans for the distribution of the collection to project members in public, academic and special libraries will be finalized. The collection services will be maintained through August 31, 1987, with one exception; the packet collections in the public library circuit will be discontinued at the beginning of FY 1987.

   Several factors account for the termination of this project. First, the standard for video formats has evolved from the 3/4 inch format to the ½ inch formats and video disks, and it continues to evolve. Secondly, public libraries and public library systems are now developing ½ inch video collections for local use.

   Expansion of the Statewide Video Project to a ½ inch format was considered, but rejected because of the duplication with system programs of service. Expansion to a ½ inch format would also have required major changes in the service policies to the current library user groups, and the personnel and financial requirements for operation of a statewide ½ inch collection far exceed the resources available.

A Video Catalog Supplement will list all packet collection videocassettes available for spot booking by project members. Full usage of the collection will be encouraged through 1987.

TIMETABLE

Project termination	August 31, 1987

4. Geographic Location.

Location of the project is the entire State of Texas.

3013.2/I.2.5

DEPARTMENT OF EDUCATION
Washington, D.C. 20208-1730

THE LIBRARY SERVICES AND CONSTRUCTION ACT-STATE ADMINISTERED PROGRAM
P.L. 91-600, as amended

Annual Program (Sec.3(13))

State Texas

FY 1987

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

CHECK TITLE	PROJECT NO.
☒ I ☐ III	2.6

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)

Texas State Library - state agency

ADDRESS (Number, Street, City and State)	ZIP CODE	TELEPHONE
Box 12927/Capitol Station Austin, Texas	78711	(512) 463-5465

2. NAME OF PROJECT (Identify LSCA Function or Activity)

Interlibrary Loan Referral Center Bibliographic Network

3. AREA TO BE SERVED BY PROJECT (Give largest area designation, e.g., statewide, region, county)

Statewide

4. PROJECT STATUS ☐ INITIAL PROJECT ☒ CONTINUING PROJECT

a. ESTIMATE TOTAL TIME SPAN (years) NA

b. PROJECT BEGAN 1974

c. PROPOSED TERMINATION NA

5. NUMBER OF PERSONS TO BE SERVED BY PROJECT (Best estimate)

15,989,000

6. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY	204,000	XXXXXXXXXXX	XXXXXXXXXXXX	204,000
Current FY funds				
Total Expenditures	204,000			204,000
Carryover to next FY	35,000	XXXXXXXXXXX	XXXXXXXXXXXX	35,000

7. Give a short description of the project, its goals and objectives. (If additional pages are required, please add.)

See narrative report which follows.

ED FORM

PART IV, PROGRAM NARRATIVE
TITLE I - PROJECT 2.6
PUBLIC LIBRARY (AREAS WITH INADEQUATE SERVICES)
INTERLIBRARY LOAN REFERRAL CENTER BIBLIOGRAPHIC NETWORK

1. Objectives and Need For This Assistance.

   a. Objective

   To provide statewide information about the location of library materials in Texas through the creation or expansion of bibliographic databases. (Goal 2, Objective 2.2, p. 18 of the Long Range Plan for Statewide Library Development, 1987-89.)

   b. Need

   An analysis of the need for this project is provided in Chapter 4, pp. 40-41 of the Long Range Plan for Statewide Library Development, 1987-89.

2. Results or Benefits Expected.

   135,000 library materials owned by the Interlibrary Loan Referral Centers will be cataloged in the OCLC database.

3. Approach.

   The State Library will contract with the AMIGOS Bibliographic Council for computer assisted cataloging and/or serials check-in services for the ten Interlibrary Loan Referral Centers. Funds will be allocated to an account for each Interlibrary Loan Referral Center in proportion to the Center's cataloging activity in OCLC during the preceding year. Eligible costs will include a portion of annual current cataloging and retrospective conversion activity at a rate established by AMIGOS for all its members. Interlibrary Loan Referral Centers will pay all other charges due AMIGOS, such as those for annual fees, catalog cards, accession lists, computer tapes of local records, microform catalogs, equipment, etc.

   Conditions for participation in this project are that the Interlibrary Loan Referral Centers catalog all newly acquired materials in the appropriate media formats through the OCLC system, continue to serve as an interlibrary loan and information referral center for the Texas State Library Communications Network, and actively participate as members of the AMIGOS Bibliographic Network in accordance with all policies.

   In FY 87, some funds will be allocated to tape load onto OCLC the machine readable bibliographic records which some Interlibrary Loan Referral Centers have obtained from other sources. This will increase the size of this database and will thus make holdings information on more materials available for use in resource sharing activities.

TIMETABLE

Contract Begins	September 1, 1986
Statistical Reports of Cataloging Activity Due	Monthly
Contract Ends	August 31, 1987

The success of the project will be judged by the total number of library materials cataloged using the OCLC system.

4. Geographic Location.

Abilene Public Library
Amarillo Public Library
Austin Public Library
Corpus Christi Public Library
Dallas Public Library
El Paso Public Library
Fort Worth Public Library
Houston Public Library
Lubbock City-County Library
San Antonio Public Library

3013.2/I.2.6

DEPARTMENT OF EDUCATION
Washington, D.C. 20208-1730

THE LIBRARY SERVICES AND CONSTRUCTION ACT-STATE ADMINISTERED PROGRAM
P.L. 91-600, as amended

Annual Program (Sec.3(13))

State Texas

FY 1987

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

CHECK TITLE	PROJECT NO.
☒ I ☐ III	2.7

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Texas State Library - state agency

ADDRESS (Number, Street, City and State) Box 12927/Capitol Station Austin, Texas
ZIP CODE 78711
TELEPHONE (512) 463-5465

2. NAME OF PROJECT (Identify LSCA Function or Activity)
Continuing Education

3. AREA TO BE SERVED BY PROJECT (Give largest area designation, e.g., statewide, region, county)
Statewide

4. PROJECT STATUS ☐ INITIAL PROJECT ☒ CONTINUING PROJECT

a. ESTIMATE TOTAL TIME SPAN (years) NA
b. PROJECT BEGAN 1973
c. PROPOSED TERMINATION NA

5. NUMBER OF PERSONS TO BE SERVED BY PROJECT (Best estimate)
NA

6. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY	0	XXXXXXXXXXX	XXXXXXXXXXXX	0
Current FY funds		215,852		215,852
Total Expenditures		215,852		215,852
Carryover to next FY	36,496	XXXXXXXXXXX	XXXXXXXXXXXX	36,496

7. Give a short description of the project, its goals and objectives. **(If additional pages are required, please add.)**

See narrative report which follows.

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ED FORM

PART IV, PROGRAM NARRATIVE
TITLE I - PROJECT 2.7
PUBLIC LIBRARY (AREAS WITH INADEQUATE SERVICES)
CONTINUING EDUCATION

1. Objectives and Need For This Assistance.

a. Objectives

To provide technical assistance and consulting upon request to librarians, library staff, trustees, advisory councils, and interested persons. (Goal 4, Objective 4.1, p. 21 of the Long Range Plan for Statewide Library Development, 1987-89.)

To facilitate, coordinate, and promote statewide library continuing education activities, and to prepare and provide continuing education workshops and materials for interested persons working in and with libraries. (Goal 4, Objective 4.2, p. 21 of the Long Range Plan for Statewide Library Development, 1987-89.)

To provide information and materials on all aspects of library and information services to interested persons. (Goal 4, Objective 4.4, p. 22 of the Long Range Plan for Statewide Library Development, 1987-89.)

To assist libraries in improving library services to the disadvantaged. (Goal 5, Objective 5.1, p. 22 of the Long Range Plan for Statewide Library Development, 1987-89.)

To provide assistance for adult literacy programs in public libraries. (Goal 5, Objective 5.6, p. 24 of the Long Range Plan for Statewide Library Development, 1987-89.)

b. Need

An analysis of the need for this project is provided in Chapter 4 pp. 46-49 of the Long Range Plan for Statewide Library Development, 1987-89.

2. Results or Benefits Expected.

1,600 librarians, library staff, trustees, and interested persons will receive in-depth consultation in technical services, automation, outreach services, general library management, and other areas.

10,325 continuing education student hours will be provided.

2,000 people will enroll in continuing education workshops.

3,000 instructional manuals and 48,800 informational materials will be distributed.

6,000 people will learn about employment opportunities by calling the Texas State Library Jobline.

3. Approach.

The Texas State Library consulting and continuing education staff will provide workshops on pertinent topics, and will develop related instructional and informational materials for librarians, library staff, trustees, and the interested public. The workshops will be designed to meet library educational needs as identified by assessment surveys, staff analysis of changes occurring in the profession, and in response to specific requests which have statewide implications.

Continuing education events currently planned for 1987 are: an institute on library automation for managers, multiple workshops on the fundamentals of library automation; a series of workshops on library automation and technical services at the intermediate level; sessions on bibliotherapy; multiple workshops on disadvantaged services; and a workshop on selecting appropriate materials for the mentally retarded.

The State Library's Reading Club Manual and Handbook of Reference Sources are planned for revision.

Continuing education activity will be announced statewide by memos, letters, and workshop brochures mailed well in advance of the workshop dates to members of the library community. These activities and materials will be discussed in the division newsletter, Library Developments. In addition, each issue will have a Library Continuing Education Calendar which will list training activities in the state as well as the State Library's workshops.

Three staff members will offer in-depth consultations in all areas of library operation, via telephone, on-site visits, and written correspondence. These consultants offer specialized consultation, one in library automation, one in library services to the institutionalized and to the disadvantaged, and one in library technical services. The consultants are available to answer requests for help and information. They also encourage such requests by making an effort to be visible to the clientele by giving workshops, by participating in public events, by writing articles, and by hosting meetings. For example, the Special Services Consultant holds a statewide meeting for institutional librarians and administrators.

Members of the library community will be able to educate themselves by borrowing professional materials: books, periodicals, and video tapes from the Library Science Collection (LSC). These materials circulate statewide to anyone who requests them. The LSC librarian also will distribute all instructional and educational materials and answer reference questions.

The Texas State Library Jobline, a pre-recorded telephone message, will announce library job vacancies in Texas. Up-dated weekly, the Jobline will operate twenty-four hours a day, seven days a week.

New Library Science Collection materials and the Jobline telephone number will be listed in the newsletter, Library Developments.

TIMETABLE

Disadvantaged Services Workshop	September-December, 1986
Fundamentals of Library Automation	September, 1986 to August 1987
Library Automation Institute	Fall 1986
Bibliotherapy	Winter 1987
Technical Services	Spring 1987
Library Automation	Summer 1987
Materials for Mentally Retarded	Spring 1987

Evaluation of the continuing education program will be measured by the number of consultations, including technical assistance and reference questions answered; student workshop hours provided for both librarians and library board members; and informational and instructional materials distributed. Workshops are evaluated by participants who also make recommendations for future workshop topics.

4. Geographic Location.

The State of Texas

3013.2/I.2.7

DEPARTMENT OF EDUCATION
Washington, D.C. 20208-1730

THE LIBRARY SERVICES AND CONSTRUCTION ACT-STATE ADMINISTERED PROGRAM
P.L. 91-600, as amended

Annual Program (Sec.3(13))

State Texas

FY 1987

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

CHECK TITLE	PROJECT NO.
☒ I ☐ III	3.1

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Texas State Library - state agency

ADDRESS (Number, Street, City and State)	ZIP CODE	TELEPHONE
Box 12927/Capitol Station Austin, Texas	78711	(512) 463-5465

2. NAME OF PROJECT (Identify LSCA Function or Activity)	3. AREA TO BE SERVED BY PROJECT (Give largest area designation, e.g., statewide, region, county)
Regional Library Systems	Statewide

4. PROJECT STATUS ☐ INITIAL PROJECT ☒ CONTINUING PROJECT

a. ESTIMATE TOTAL TIME SPAN (years)	b. PROJECT BEGAN	c. PROPOSED TERMINATION
NA	1976	NA

5. NUMBER OF PERSONS TO BE SERVED BY PROJECT (Best estimate)	6. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
756,513	Carryover from previous FY	263,207	XXXXXXXXXXX	XXXXXXXXXXXX	263,207
	Current FY funds				
	Total Expenditures	263,207			263,207
	Carryover to next FY		XXXXXXXXXXX	XXXXXXXXXXXX	

7. Give a short description of the project, its goals and objectives. (If additional pages are required, please add.)

See narrative report which follows.

ED FORM

DEPARTMENT OF EDUCATION
Washington, D.C. 20208-1730

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Annual Program (Sec.3(13))

State Texas

FY 1987

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

CHECK TITLE	PROJECT NO.
☒ I ☐ III	3.1.1

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Houston Public Library - regional library

ADDRESS (Number, Street, City and State): 500 McKinney Avenue Houston, Texas
ZIP CODE: 77002
TELEPHONE: (713) 224-5441

2. NAME OF PROJECT (Identify LSCA Function or Activity)
System Operation - Houston Area Library System

3. AREA TO BE SERVED BY PROJECT (Give largest area designation, e.g., statewide, region, county)
Region

4. PROJECT STATUS ☐ INITIAL PROJECT ☒ CONTINUING PROJECT

a. ESTIMATE TOTAL TIME SPAN (years) NA
b. PROJECT BEGAN 1976
c. PROPOSED TERMINATION NA

5. NUMBER OF PERSONS TO BE SERVED BY PROJECT (Best estimate)
756,513

6. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY	263,207	XXXXXXXXXXX	XXXXXXXXXXXX	263,207
Current FY funds				
Total Expenditures	263,207			263,207
Carryover to next FY		XXXXXXXXXXX	XXXXXXXXXXXX	

7. Give a short description of the project, its goals and objectives. (If additional pages are required, please add.)

See narrative report which follows.

ED FORM

PART IV, PROGRAM NARRATIVE
TITLE I - PROJECT 3.1
PUBLIC LIBRARY (SERVICES TO DISADVANTAGED)
REGIONAL PUBLIC LIBRARY SYSTEMS

1. Objectives and Need For This Assistance.

See Project 2.2, Regional Public Library Systems.

2. Results or Benefits Expected.

Purchase of library materials for the disadvantaged.

Purchase of library materials to support literacy instruction in public libraries.

3. Approach.

See Project 2.2, Regional Public Library Systems.

For additional information, see Appendix C, Guidelines for System Plans of Service and Abstracts of SFY 1987 (LSCA FFY 1986 Carryover) Subgrant Projects.

4. Geographic Location in SFY 1987 (LSCA FFY 1986 Carryover)

Houston Area Library System.

Headquarters: Houston Public Library

3013.2/I.3.1

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State Texas

FY 1987

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

CHECK TITLE ☒ I ☐ III — PROJECT NO. 3.2

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Texas State Library - state agency

ADDRESS (Number, Street, City and State): Box 12927/Capitol Station Austin, Texas
ZIP CODE: 78711
TELEPHONE: (512) 463-5465

2. NAME OF PROJECT (Identify LSCA Function or Activity)
Public Library Services for Disadvantaged Populations

3. AREA TO BE SERVED BY PROJECT (Give largest area designation, e.g., statewide, region, county)
Statewide

4. PROJECT STATUS ☒ INITIAL PROJECT ☐ CONTINUING PROJECT

a. ESTIMATE TOTAL TIME SPAN (years) NA
b. PROJECT BEGAN 09/01/87
c. PROPOSED TERMINATION NA

5. NUMBER OF PERSONS TO BE SERVED BY PROJECT (Best estimate)
NA

6. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY	0	XXXXXXXXXXX	XXXXXXXXXXXX	0
Current FY funds				
Total Expenditures	0			0
Carryover to next FY	0	XXXXXXXXXXX	XXXXXXXXXXXX	0

7. Give a short description of the project, its goals and objectives. (If additional pages are required, please add.)

See narrative report which follows.

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ED FORM

PART IV, PROGRAM NARRATIVE
TITLE I - PROJECT 3.2
PUBLIC LIBRARY SERVICES FOR DISADVANTAGED POPULATIONS

1. Objectives and Need For This Assistance.

   a. Objective

   To assist libraries in improving services to the disadvantaged. (Goal 5, Objective 5.1, p. 22 of the Long Range Plan for Statewide Library Developments, 1987-1989.

   b. Need

   An analysis of the need for this project is provided in Chapter 4, p.49 of the Long Range Plan for Statewide Library Development, 1987-89.

2. Results or Benefits Expected.

   LSCA Title I grants will be awarded to public libraries to conduct community-based library programs for disadvantaged populations.

3. Approach.

   The objective for this project will be accomplished through contracts with public libraries. The libraries will compete for funds through a grant application process. Grant guidelines and application forms will be mailed to all public libraries by the Texas State Library. The grant project will be announced through the State Library newsletter, Library Developments. In addition, the State Library will provide a series of workshops throughout the state which will highlight successful existing programs for disadvantaged populations and will demonstrate how to develop a good program and a good grant proposal. State Library staff will offer consultant services to help interested libraries write a grant proposal.

   State Library staff will review the proposals and present them to the LSCA Advisory Council. The Council will evaluate the proposals and make recomendations for funding to the State Library and Archives Commission. The Commission will review and approve the recommendations.

   Subgrantees must complete and file with the State Library the following documents: (1) two evaluation reports; (2) five expenditure reports of grant disbursement and/or encumbrances; and (3) one final audit of grant funds.

   Failure to submit any of the required documents shall constitute defaulting on the contract and may be grounds for suspending the grant. Audits will be reviewed by the State Library staff, and any audit exceptions will be resolved.

Each subgrantee may revise goals and objectives which prove unattainable or unrealistic during the fiscal year. Subgrantees are expected to meet their objectives by the end of the project year.

On-site visitations to project sites will be conducted by State Library staff during the project year.

The project is administered by local agencies under contract with The Texas State Library.

For additional information concerning the approach to be used to meet the objectives of Project 3.2, Public Library Services for Disadvantaged Population, see Appendix E. Guidelines for Disadvantaged Grants.

TIMETABLE

September, 1986	Application guidelines mailed.
April, 1987	Applications due at the Texas State Library.
May, 1987	LSCA Advisory Council meeting: proposals presented to the Council for review & recommendation.
June, 1987	Applicants notified of staff recommendations to Commission.
June-July, 1987	Texas State Library and Archives Commission approves grant awards.
September 1, 1987	Projects begin.
August 31, 1987	Projects end.

4. Geographic Location

The location for this project is the entire State of Texas.

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State Texas

FY 1987

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

CHECK TITLE	PROJECT NO.
☒ I ☐ III	4.1

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Texas State Library - state agency

ADDRESS (Number, Street, City and State): Box 12927/Capitol Station Austin, Texas
ZIP CODE: 78711
TELEPHONE: (512) 463-5465

2. NAME OF PROJECT (Identify LSCA Function or Activity)
Library Services for the Blind and Other Physically Handicapped Persons

3. AREA TO BE SERVED BY PROJECT (Give largest area designation, e.g., statewide, region, county)
Statewide

4. PROJECT STATUS ☐ INITIAL PROJECT ☒ CONTINUING PROJECT

a. ESTIMATE TOTAL TIME SPAN (years) NA
b. PROJECT BEGAN 1970
c. PROPOSED TERMINATION NA

5. NUMBER OF PERSONS TO BE SERVED BY PROJECT (Best estimate)
93,520

6. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY		XXXXXXXXXXX	XXXXXXXXXXXX	
Current FY funds		1,019,773		1,019,773
Total Expenditures		1,019,773		1,019,773
Carryover to next FY		XXXXXXXXXXX	XXXXXXXXXXXX	

7. Give a short description of the project, its goals and objectives. (If additional pages are required, please add.)

See narrative report which follows.

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PART IV, PROGRAM NARRATIVE
TITLE I - PROJECT 4.1
SERVICE TO PHYSICALLY HANDICAPPED
LIBRARY SERVICES FOR THE BLIND AND OTHER PHYSICALLY HANDICAPPED PERSONS

1. Objectives and Need For This Assistance.

a. Objective

To provide direct services from the Texas State Library to the blind and physically handicapped. (Goal 5, Objective 5.3, p. 23 of the Long Range Plan for Statewide Library Development, 1987-89.)

b. Need

An analysis of the need for this project is provided in Chapter 4, p. 75 of the Long Range Plan for Statewide Library Development, 1987-89.

2. Results or Benefits Expected.

The number of noncommercial titles acquired in 1987 will be 160.
The average annual level of circulation per active reader will be 45 volumes.
The number of patrons reached and served will be 20,720.

3. Approach.

The service will be carried out primarily by the Texas State Library, Division for the Blind and Physically Handicapped. Books and magazines in special formats will be mailed to registered patrons throughout the state.

Materials mailed will be those specifically requested by patrons, or materials chosen by agency staff in subject interest areas requested by patrons, or a combination of the two.

Non-commercial title acquisitions will be increased by a volunteer recording program, and by acquiring from other states recorded books which would be of interest to Texas patrons. Commercial title acquisitions will be primarily in large print format.

Contacts with patrons will be made in person, by telephone, and by mail (letters, newsletters, and other mass mailings as needed).

New patrons will be reached by using public service announcements on radio and television, and by articles in newspapers. All public service announcements will be released both in English and Spanish.

TIMETABLE

December 31, 1986	40	non-commercial titles acquired
	10	volumes circulated per active reader (average)
	20,720	patrons reached and served

March 31, 1987	80	non-commercial titles acquired
	20	volumes circulated per active reader (average)
	20,720	patrons reached and served
June 30, 1987	120	non-commercial titles acquired
	32	volumes circulated per active reader (average)
	20,720	patrons reached and served
September 30, 1987	160	non-commercial titles acquired
	45	volumes circulated per active reader (average)
	20,720	patrons reached and served

Statistics will be kept at the State Library on registration, circulations, and commercial and non-commercial acquisitions. In addition, the Library of Congress, National Library Service for the Blind and Physically Handicapped, will provide statistics on a portion of the magazine circulation.

Participants in this program are local, state, and federal agencies working with the handicapped, and various public and private schools, volunteer organizations, public libraries and institutions.

4. Geographic Location.

The location of the project will be the entire state.

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State Texas

FY 1987

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

CHECK TITLE ☒ I ☐ III

PROJECT NO. 5.1

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Texas State Library - state agency

ADDRESS (Number, Street, City and State) Box 12927/Capitol Station Austin, Texas
ZIP CODE 78711
TELEPHONE (512) 463-5465

2. NAME OF PROJECT (Identify LSCA Function or Activity)
Centralized Acquisitions for State Institutions

3. AREA TO BE SERVED BY PROJECT (Give largest area designation, e.g., statewide, region, county)
Statewide

4. PROJECT STATUS ☐ INITIAL PROJECT ☒ CONTINUING PROJECT

a. ESTIMATE TOTAL TIME SPAN (years) NA
b. PROJECT BEGAN 1970
c. PROPOSED TERMINATION NA

5. NUMBER OF PERSONS TO BE SERVED BY PROJECT (Best estimate)
55,000

6. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY	46,055	XXXXXXXXXXX	XXXXXXXXXXXX	46,055
Current FY funds		337,940		337,940
Total Expenditures	46,055	337,940		383,995
Carryover to next FY	46,055	XXXXXXXXXXX	XXXXXXXXXXXX	46,055

7. Give a short description of the project, its goals and objectives. (If additional pages are required, please add.)

See narrative report which follows.

ED FORM

ART IV, PROGRAM NARRATIVE
TITLE I - PROJECT 5.1
SERVICE TO INSTITUTIONALIZED
CENTRALIZED ACQUISITIONS FOR STATE INSTITUTIONS

1. Objectives and Need For This Assistance.

   a. Objective

   To strengthen libraries in state residential institutions. (Goal 5, Objective 5.2, pp. 22 of the Long Range Plan for Statewide Library Development, 1987-89.)

   b. Need

   An analysis of the need for this project is provided in Chapter 4, pp. 58-74 of the Long Range Plan for Statewide Library Development, 1987-1989.

2. Results or Benefits Expected.

   A total of 4,000 items (books, audiovisual and tactile materials) will be added to the collections of institution libraries.

3. Approach.

   The Texas State Library may only grant money to cities and counties. It can, however, give library materials to other libraries. Therefore, accounts will be set up in the State Library against which the institutions will request books and audiovisual materials. In this way the State Library will order and pay for the materials, with the institutions receiving the materials directly from the jobber. This arrangement will permit the institutions to take advantage of the State Library's discount on books (20.2 percent for 1986).

   To be eligible to receive an allocation, each institution must (1) file a report showing the amount of state funds expended for library materials in SFY 1986, and (2) complete a data collection survey on the collection, staff, and programs offered by their resident's library. These documents will be similar to those prepared for the FY 1986 program (See Appendix F Application for State Institution Programs).

   Each eligible institution will receive a basic allocation of a fixed dollar amount. Additional funds will be allocated to those institutions which have expended state funds for periodicals, books and audiovisual materials. The amount of additional funds allocated to each institution will be calculated by a matching formula against that institution's reported expenditure of state funds for library materials.

   The Texas State Library Acquisitions Department will supply institutional librarians with standardized ordering forms, complete instructions for ordering, and a schedule of ordering deadlines. This material will be mailed with the announcement of the institutions allocation amount.

The Texas State Library Library Development Division will provide institutional librarians with selection aids to help them purchase appropriate material and to help them meet ordering deadlines.

The provision of additional library materials for residents of state institutions will enrich the lives of those people who cannot readily avail themselves of educational, cultural, and recreational opportunities meant for the general public.

By allocating the majority of program funds on a matching formula which keys into the amount of funds spent by the institution for library materials, the institutions will be provided an incentive to increase their state expenditures.

By allocating a basic amount ($400) to all institutions which report, those institutions which have not expended state funds for library materials will have a nominal sum at their disposal. In this way, the use of federal funds to purchase new materials may stimulate the expenditure of state funds at those institutions.

The institutions will purchase books under the State Library's discount rate, 20.2%. This discount will allow the purchase of more books for the institutions. Through the purchase of books and audiovisual materials, the institutions can develop collection areas which, although needed by the residents, may not be allowed under stringent local budget constraints.

TIMETABLE

Initial Notification of the program mailed to all institutions	July-August, 1986
Application (Expenditure Report and Survey) mailed to all institutions	September, 1986
Return applications to Texas State Library	October 15, 1986
Notification of allocation amounts sent to eligible institutions	November 1, 1986
Funds Encumbered by Institutions	March 30, 1987
Funds expended by Texas State Library	August 31, 1987

The number and format of materials purchased with federal funds will be monitored in order to determine the impact of LSCA funds on the needs of the institutions as determined by cited standards.

The number of institutions submitting expenditure reports for the following fiscal year will be monitored to determine whether they have responded positively to the basic allocation amount approach. The level of local expenditures for library materials will also be monitored to determine whether the matching grant approach has served as an incentive to increase the local support.

The data gathered by the survey will enable the Texas State Library to evaluate the general condition of library services in state institutions by providing baseline statistics for trend analysis. An analysis of these statistics against cited standards will provide indicators of need.

State institutions will be asked to submit applications. These institutions are administered by the Texas Department of Corrections, Texas Department of Mental Health-Mental Retardation, Texas Youth Council, the Texas Department of Health, the Commission for the Blind, and the State Board of Education.

4. Geographic Location.

The location of this project is the entire State of Texas.

3013.2/I.5.1

DEPARTMENT OF EDUCATION
Washington, D.C. 20208-1730

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P.L. 91-600, as amended

Annual Program (Sec.3(13))

State Texas

FY 1987

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

CHECK TITLE	PROJECT NO.
☒ I ☐ III	7.1

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Texas State Library - state agency

ADDRESS (Number, Street, City and State): Box 12927/Capitol Station Austin, Texas
ZIP CODE: 78711
TELEPHONE: (512) 463-5465

2. NAME OF PROJECT (Identify LSCA Function or Activity)
Major Urban Resource Libraries

3. AREA TO BE SERVED BY PROJECT (Give largest area designation, e.g., statewide, region, county)
Statewide

4. PROJECT STATUS ☐ INITIAL PROJECT ☒ CONTINUING PROJECT

a. ESTIMATE TOTAL TIME SPAN (years) NA
b. PROJECT BEGAN 1979
c. PROPOSED TERMINATION NA

5. NUMBER OF PERSONS TO BE SERVED BY PROJECT (Best estimate)
2,402,177

6. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY	400,468	XXXXXXXXXXX	XXXXXXXXXXXX	400,468
Current FY funds				
Total Expenditures	400,468			400,468
Carryover to next FY	0	XXXXXXXXXXX	XXXXXXXXXXXX	0

7. Give a short description of the project, its goals and objectives. (If additional pages are required, please add.)

See narrative report which follows.

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State Texas

FY 1987

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

CHECK TITLE	PROJECT NO.
☒ I ☐ III	7.1.1

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Amarillo Public Library - regional library

ADDRESS (Number, Street, City and State)	ZIP CODE	TELEPHONE
413 East Fourth Street Amarillo, Texas	79109	(806) 378-5050

2. NAME OF PROJECT (Identify LSCA Function or Activity)
Major Urban Resource Libraries

3. AREA TO BE SERVED BY PROJECT (Give largest area designation, e.g., statewide, region, county)
Region

4. PROJECT STATUS ☐ INITIAL PROJECT ☒ CONTINUING PROJECT

a. ESTIMATE TOTAL TIME SPAN (years) NA
b. PROJECT BEGAN 1979
c. PROPOSED TERMINATION NA

5. NUMBER OF PERSONS TO BE SERVED BY PROJECT (Best estimate)
6,800

6. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY	9,904	XXXXXXXXXXX	XXXXXXXXXXXX	9,904
Current FY funds				
Total Expenditures	9,904			9,904
Carryover to next FY		XXXXXXXXXXX	XXXXXXXXXXXX	

7. Give a short description of the project, its goals and objectives. (If additional pages are required, please add.)

See narrative report which follows.

ED FORM ________

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State Texas

FY 1987

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

CHECK TITLE	PROJECT NO.
☒ I ☐ III	7.1.2

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Arlington Public Library - local library

ADDRESS (Number, Street, City and State): 101 E. Abram Arlington, Texas
ZIP CODE: 76010
TELEPHONE: (817) 275-2763

2. NAME OF PROJECT (Identify LSCA Function or Activity)
Major Urban Resource Libraries

3. AREA TO BE SERVED BY PROJECT (Give largest area designation, e.g., statewide, region, county)
Region

4. PROJECT STATUS ☐ INITIAL PROJECT ☒ CONTINUING PROJECT

a. ESTIMATE TOTAL TIME SPAN (years) NA b. PROJECT BEGAN 1979 c. PROPOSED TERMINATION NA

5. NUMBER OF PERSONS TO BE SERVED BY PROJECT (Best estimate)
6,000

6. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY	11,665	XXXXXXXXXXX	XXXXXXXXXXXX	11,665
Current FY funds				
Total Expenditures	11,665			11,665
Carryover to next FY		XXXXXXXXXXX	XXXXXXXXXXXX	

7. Give a short description of the project, its goals and objectives. (If additional pages are required, please add.)

See narrative report which follows.

ED FORM

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I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

CHECK TITLE	PROJECT NO.
☒ I ☐ III	7.1.3

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Austin Public Library - regional library

ADDRESS (Number, Street, City and State): 800 Guadalupe Street Austin, Texas
ZIP CODE: 78768
TELEPHONE: (512) 472-0299

2. NAME OF PROJECT (Identify LSCA Function or Activity): Major Urban Resource Libraries

3. AREA TO BE SERVED BY PROJECT (Give largest area designation, e.g., statewide, region, county): Region

4. PROJECT STATUS ☐ INITIAL PROJECT ☒ CONTINUING PROJECT

a. ESTIMATE TOTAL TIME SPAN (years) NA
b. PROJECT BEGAN 1979
c. PROPOSED TERMINATION NA

5. NUMBER OF PERSONS TO BE SERVED BY PROJECT (Best estimate) 12,000

6. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY	23,469	XXXXXXXXXXX	XXXXXXXXXXXX	23,469
Current FY funds				
Total Expenditures	23,469			23,469
Carryover to next FY		XXXXXXXXXXX	XXXXXXXXXXXX	

7. Give a short description of the project, its goals and objectives. (If additional pages are required, please add.)

See narrative report which follows.

ED FORM

DEPARTMENT OF EDUCATION
Washington, D.C. 20208-1730

THE LIBRARY SERVICES AND CONSTRUCTION ACT-STATE ADMINISTERED PROGRAM
P.L. 91-600, as amended

Annual Program (Sec.3(13))

State Texas

FY 1987

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

CHECK TITLE	PROJECT NO.
☒ I ☐ III	7.1.4

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Beaumont Public Library - local library

ADDRESS (Number, Street, City and State)	ZIP CODE	TELEPHONE
801 Pearl Street Beaumont, Texas	77704	(409) 838-0812

2. NAME OF PROJECT (Identify LSCA Function or Activity)
Major Urban Resource Libraries

3. AREA TO BE SERVED BY PROJECT (Give largest area designation, e.g., statewide, region, county)
Region

4. PROJECT STATUS ☐ INITIAL PROJECT ☒ CONTINUING PROJECT

a. ESTIMATE TOTAL TIME SPAN (years) NA
b. PROJECT BEGAN 1979
c. PROPOSED TERMINATION NA

5. NUMBER OF PERSONS TO BE SERVED BY PROJECT (Best estimate)
1,100

6. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY	7,872	XXXXXXXXXXX	XXXXXXXXXXXX	7,872
Current FY funds				
Total Expenditures	7,872			7,872
Carryover to next FY		XXXXXXXXXXX	XXXXXXXXXXXX	

7. Give a short description of the project, its goals and objectives. (If additional pages are required, please add.)

See narrative report which follows.

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DEPARTMENT OF EDUCATION
Washington, D.C. 20208-1730

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Annual Program (Sec.3(13))

State Texas

FY 1987

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

CHECK TITLE	PROJECT NO.
☒ I ☐ III	7.1.5

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Corpus Christi Public Library - regional library

ADDRESS (Number, Street, City and State): 505 North Mesquite Street Corpus Christi, Texas
ZIP CODE: 78401
TELEPHONE: (512) 882-1937

2. NAME OF PROJECT (Identify LSCA Function or Activity): Major Urban Resource Libraries

3. AREA TO BE SERVED BY PROJECT (Give largest area designation, e.g., statewide, region, county): Region

4. PROJECT STATUS ☐ INITIAL PROJECT ☒ CONTINUING PROJECT

a. ESTIMATE TOTAL TIME SPAN (years) NA
b. PROJECT BEGAN 1979
c. PROPOSED TERMINATION NA

5. NUMBER OF PERSONS TO BE SERVED BY PROJECT (Best estimate): 5,000

6. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY	15,688	XXXXXXXXXXX	XXXXXXXXXXXX	15,688
Current FY funds				
Total Expenditures	15,688			15,688
Carryover to next FY		XXXXXXXXXXX	XXXXXXXXXXXX	

7. Give a short description of the project, its goals and objectives. (If additional pages are required, please add.)

See narrative report which follows.

ED FORM________

DEPARTMENT OF EDUCATION
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THE LIBRARY SERVICES AND CONSTRUCTION ACT-STATE ADMINISTERED PROGRAM
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State Texas

FY 1987

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

CHECK TITLE	PROJECT NO.
☒ I ☐ III	7.1.6

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Dallas Public Library - regional library

ADDRESS (Number, Street, City and State)	ZIP CODE	TELEPHONE
1515 Young Dallas, Texas	75201	(214) 749-4100

2. NAME OF PROJECT (Identify LSCA Function or Activity)
Major Urban Resource Libraries

3. AREA TO BE SERVED BY PROJECT (Give largest area designation, e.g., statewide, region, county)
Region

4. PROJECT STATUS ☐ INITIAL PROJECT ☒ CONTINUING PROJECT

a. ESTIMATE TOTAL TIME SPAN (years) NA
b. PROJECT BEGAN 1979
c. PROPOSED TERMINATION NA

5. NUMBER OF PERSONS TO BE SERVED BY PROJECT (Best estimate)
330,000

6. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY	60,171	XXXXXXXXXXX	XXXXXXXXXXXX	60,171
Current FY funds				
Total Expenditures	60,171			60,171
Carryover to next FY		XXXXXXXXXXX	XXXXXXXXXXXX	

7. Give a short description of the project, its goals and objectives. (If additional pages are required, please add.)

See narrative report which follows.

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State Texas

FY 1987

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

CHECK TITLE	PROJECT NO.
☒ I ☐ III	7.1.7

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
El Paso Public Library - regional library

ADDRESS (Number, Street, City and State)	ZIP CODE	TELEPHONE
501 North Oregon El Paso, Texas	79901	(915) 543-3804

2. NAME OF PROJECT (Identify LSCA Function or Activity)
Major Urban Resource Libraries

3. AREA TO BE SERVED BY PROJECT (Give largest area designation, e.g., statewide, region, county)
Region

4. PROJECT STATUS ☐ INITIAL PROJECT ☒ CONTINUING PROJECT

a. ESTIMATE TOTAL TIME SPAN (years) NA
b. PROJECT BEGAN 1979
c. PROPOSED TERMINATION NA

5. NUMBER OF PERSONS TO BE SERVED BY PROJECT (Best estimate)
4,000

6. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY	28,373	XXXXXXXXXXX	XXXXXXXXXXXX	28,373
Current FY funds				
Total Expenditures	28,373			28,373
Carryover to next FY		XXXXXXXXXXX	XXXXXXXXXXXX	

7. Give a short description of the project, its goals and objectives. (If additional pages are required, please add.)

See narrative report which follows.

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State Texas

FY 1987

I. **Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))**

CHECK TITLE	PROJECT NO.
☒ I ☐ III	7.1.8

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Fort Worth Public Library - regional library

ADDRESS (Number, Street, City and State)	ZIP CODE	TELEPHONE
300 Taylor Street Fort Worth, Texas	76102	(817) 870-7705

2. NAME OF PROJECT (Identify LSCA Function or Activity)	3. AREA TO BE SERVED BY PROJECT (Give largest area designation, e.g., statewide, region, county)
Major Urban Resource Libraries	Region

4. PROJECT STATUS ☐ INITIAL PROJECT ☒ CONTINUING PROJECT

a. ESTIMATE TOTAL TIME SPAN (years) NA **b. PROJECT BEGAN** 1979 **c. PROPOSED TERMINATION** NA

5. NUMBER OF PERSONS TO BE SERVED BY PROJECT (Best estimate) 4,000

6. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY	25,589	XXXXXXXXXXX	XXXXXXXXXXXX	25,589
Current FY funds				
Total Expenditures	25,589			25,589
Carryover to next FY		XXXXXXXXXXX	XXXXXXXXXXXX	

7. Give a short description of the project, its goals and objectives. (If additional pages are required, please add.)

See narrative report which follows.

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State Texas

FY 1987

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

CHECK TITLE	PROJECT NO.
☒ I ☐ III	7.1.9

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Nicholson Memorial Library - regional library

ADDRESS (Number, Street, City and State): 625 Austin Street Garland, Texas
ZIP CODE: 75040
TELEPHONE: (214) 494-7187

2. NAME OF PROJECT (Identify LSCA Function or Activity): Major Urban Resource Libraries

3. AREA TO BE SERVED BY PROJECT (Give largest area designation, e.g., statewide, region, county): Region

4. PROJECT STATUS ☐ INITIAL PROJECT ☒ CONTINUING PROJECT

a. ESTIMATE TOTAL TIME SPAN (years) NA
b. PROJECT BEGAN 1979
c. PROPOSED TERMINATION NA

5. NUMBER OF PERSONS TO BE SERVED BY PROJECT (Best estimate): 72,000

6. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY	9,497	XXXXXXXXXXX	XXXXXXXXXXXX	9,497
Current FY funds				
Total Expenditures	9,497			9,497
Carryover to next FY		XXXXXXXXXXX	XXXXXXXXXXXX	

7. Give a short description of the project, its goals and objectives. (If additional pages are required, please add.)

See narrative report which follows.

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State Texas

FY 1987

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

CHECK TITLE: ☒ I ☐ III

PROJECT NO. 7.1.10

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Houston Public Library - regional library

ADDRESS (Number, Street, City and State) 500 McKinney Avenue Houston, Texas
ZIP CODE 77002
TELEPHONE (713) 224-5441

2. NAME OF PROJECT (Identify LSCA Function or Activity)
Major Urban Resource Libraries

3. AREA TO BE SERVED BY PROJECT (Give largest area designation, e.g., statewide, region, county)
Region

4. PROJECT STATUS ☐ INITIAL PROJECT ☒ CONTINUING PROJECT

a. ESTIMATE TOTAL TIME SPAN (years) NA
b. PROJECT BEGAN 1979
c. PROPOSED TERMINATION NA

5. NUMBER OF PERSONS TO BE SERVED BY PROJECT (Best estimate)
999,000

6. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY	110,008	XXXXXXXXXXXX	XXXXXXXXXXXX	110,008
Current FY funds				
Total Expenditures	110,008			110,008
Carryover to next FY		XXXXXXXXXXXX	XXXXXXXXXXXX	

7. Give a short description of the project, its goals and objectives. (If additional pages are required, please add.)

See narrative report which follows.

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FY 1987

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

CHECK TITLE	PROJECT NO.
☒ I ☐ III	7.1.11

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Pasadena Public Library - local library

ADDRESS (Number, Street, City and State)	ZIP CODE	TELEPHONE
1201 Minerva Pasadena, Texas	77002	(713) 477-0276

2. NAME OF PROJECT (Identify LSCA Function or Activity)	3. AREA TO BE SERVED BY PROJECT (Give largest area designation, e.g., statewide, region, county)
Major Urban Resource Libraries	Region

4. PROJECT STATUS ☐ INITIAL PROJECT ☒ CONTINUING PROJECT

a. ESTIMATE TOTAL TIME SPAN (years) NA b. PROJECT BEGAN 1979 c. PROPOSED TERMINATION NA

5. NUMBER OF PERSONS TO BE SERVED BY PROJECT (Best estimate) 22,000

6. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY	7,778	XXXXXXXXXXX	XXXXXXXXXXXX	7,778
Current FY funds				
Total Expenditures	7,778			7,778
Carryover to next FY		XXXXXXXXXXX	XXXXXXXXXXXX	

7. Give a short description of the project, its goals and objectives. (If additional pages are required, please add.)

See narrative report which follows.

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State Texas

FY 1987

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

CHECK TITLE	PROJECT NO.
☒ I ☐ III	7.1.12

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
San Antonio Public Library - regional library

ADDRESS (Number, Street, City and State)	ZIP CODE	TELEPHONE
203 South St. Mary's Street San Antonio, Texas	78205	(512) 299-7790

2. NAME OF PROJECT (Identify LSCA Function or Activity)	3. AREA TO BE SERVED BY PROJECT (Give largest area designation, e.g., statewide, region, county)
Major Urban Resource Libraries	Region

4. PROJECT STATUS ☐ INITIAL PROJECT ☒ CONTINUING PROJECT

a. ESTIMATE TOTAL TIME SPAN (years) NA b. PROJECT BEGAN 1979 c. PROPOSED TERMINATION NA

5. NUMBER OF PERSONS TO BE SERVED BY PROJECT (Best estimate)
66,000

6. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY	52,213	XXXXXXXXXXX	XXXXXXXXXXXX	52,213
Current FY funds				
Total Expenditures	52,213			52,213
Carryover to next FY		XXXXXXXXXXX	XXXXXXXXXXXX	

7. Give a short description of the project, its goals and objectives. (If additional pages are required, please add.)

See narrative report which follows.

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DEPARTMENT OF EDUCATION
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State Texas

FY 1987

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

CHECK TITLE	PROJECT NO.
☒ I ☐ III	7.1.13

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Waco McLennan County Library - local library

ADDRESS (Number, Street, City and State)
1717 Austin Avenue Waco, Texas

ZIP CODE
76701

TELEPHONE
(817) 754-4694

2. NAME OF PROJECT (Identify LSCA Function or Activity)
Major Urban Resource Libraries

3. AREA TO BE SERVED BY PROJECT (Give largest area designation, e.g., statewide, region, county)
Region

4. PROJECT STATUS ☐ INITIAL PROJECT ☒ CONTINUING PROJECT

a. ESTIMATE TOTAL TIME SPAN (years) NA b. PROJECT BEGAN 1979 c. PROPOSED TERMINATION NA

5. NUMBER OF PERSONS TO BE SERVED BY PROJECT (Best estimate)
1,000

6. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY	6,515	XXXXXXXXXXX	XXXXXXXXXXXX	6,515
Current FY funds				
Total Expenditures	6,515			6,515
Carryover to next FY		XXXXXXXXXXX	XXXXXXXXXXXX	

7. Give a short description of the project, its goals and objectives. (If additional pages are required, please add.)

See narrative report which follows.

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State Texas

FY 1987

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

CHECK TITLE	PROJECT NO.
☒ I ☐ III	7.1.14

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Abilene Public Library - regional library

ADDRESS (Number, Street, City and State)	ZIP CODE	TELEPHONE
202 Cedar Street Abilene, Texas	79601	(915) 677-2474

2. NAME OF PROJECT (Identify LSCA Function or Activity)
Major Urban Resource Libraries

3. AREA TO BE SERVED BY PROJECT (Give largest area designation, e.g., statewide, region, county)
Region

4. PROJECT STATUS ☐ INITIAL PROJECT ☒ CONTINUING PROJECT

a. ESTIMATE TOTAL TIME SPAN (years) NA b. PROJECT BEGAN 1979 c. PROPOSED TERMINATION NA

5. NUMBER OF PERSONS TO BE SERVED BY PROJECT (Best estimate)
150,000

6. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY	6,649	XXXXXXXXXXX	XXXXXXXXXXXX	6,649
Current FY funds				
Total Expenditures	6,649			6,649
Carryover to next FY		XXXXXXXXXXX	XXXXXXXXXXXX	

7. Give a short description of the project, its goals and objectives. (If additional pages are required, please add.)

See narrative report which follows.

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State Texas

FY 1987

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

CHECK TITLE	PROJECT NO.
☒ I ☐ III	7.1.15

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Ector County Library - local library

ADDRESS (Number, Street, City and State)	ZIP CODE	TELEPHONE
321 West Fifth Street Odessa, Texas	79761	(915) 333-9633

2. NAME OF PROJECT (Identify LSCA Function or Activity)
Major Urban Resource Libraries

3. AREA TO BE SERVED BY PROJECT (Give largest area designation, e.g., statewide, region, county)
Region

4. PROJECT STATUS ☐ INITIAL PROJECT ☒ CONTINUING PROJECT

a. ESTIMATE TOTAL TIME SPAN (years) NA **b. PROJECT BEGAN** 1979 **c. PROPOSED TERMINATION** NA

5. NUMBER OF PERSONS TO BE SERVED BY PROJECT (Best estimate)
4,500

6. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY	6,532	XXXXXXXXXXX	XXXXXXXXXXXX	6,532
Current FY funds				
Total Expenditures	6,532			6,532
Carryover to next FY		XXXXXXXXXXX	XXXXXXXXXXXX	

7. Give a short description of the project, its goals and objectives. (If additional pages are required, please add.)

See narrative report which follows.

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State Texas

FY 1987

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

CHECK TITLE	PROJECT NO.
☒ I ☐ III	7.1.16

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Irving Public Library - local library

ADDRESS (Number, Street, City and State)	ZIP CODE	TELEPHONE
915 O'Connor Irving, Texas	75015	(214) 721-2628

2. NAME OF PROJECT (Identify LSCA Function or Activity)
Major Urban Resource Libraries

3. AREA TO BE SERVED BY PROJECT (Give largest area designation, e.g., statewide, region, county)
Region

4. PROJECT STATUS ☐ INITIAL PROJECT ☒ CONTINUING PROJECT

a. ESTIMATE TOTAL TIME SPAN (years) NA
b. PROJECT BEGAN 1979
c. PROPOSED TERMINATION NA

5. NUMBER OF PERSONS TO BE SERVED BY PROJECT (Best estimate)
5,500

6. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY	7,287	XXXXXXXXXXX	XXXXXXXXXXXX	7,287
Current FY funds				
Total Expenditures	7,287			7,287
Carryover to next FY		XXXXXXXXXXX	XXXXXXXXXXXX	

7. Give a short description of the project, its goals and objectives. (If additional pages are required, please add.)

See narrative report which follows.

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FY 1987

I. **Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))**

CHECK TITLE: ☒ I ☐ III

PROJECT NO. 7.1.17

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Lubbock City-County Library - regional library

ADDRESS (Number, Street, City and State) 1306 Ninth Street Lubbock, Texas

ZIP CODE 79401

TELEPHONE (806) 762-6411

2. NAME OF PROJECT (Identify LSCA Function or Activity)
Major Urban Resource Libraries

3. AREA TO BE SERVED BY PROJECT (Give largest area designation, e.g., statewide, region, county)
Region

4. PROJECT STATUS ☐ INITIAL PROJECT ☒ CONTINUING PROJECT

a. ESTIMATE TOTAL TIME SPAN (years) NA

b. PROJECT BEGAN 1979

c. PROPOSED TERMINATION NA

5. NUMBER OF PERSONS TO BE SERVED BY PROJECT (Best estimate)
713,277

6. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY	11,258	XXXXXXXXXXX	XXXXXXXXXXXX	11,258
Current FY funds				
Total Expenditures	11,258			11,258
Carryover to next FY		XXXXXXXXXXX	XXXXXXXXXXXX	

7. Give a short description of the project, its goals and objectives. (If additional pages are required, please add.)

See narrative report which follows.

ED FORM

PART IV, PROGRAM NARRATIVE
TITLE I - PROJECT 7.1
MAJOR URBAN RESOURCE LIBRARIES

1. Objectives and Need For This Assistance.

   a. Objective

   To make grants to Major Urban Resource Libraries in years in which LSCA Title I funding exceeds $60 million nationally. (Goal 1, Objective 1.2, p. 15 of the Long Range Plan for Statewide Library Development, 1987-89.)

   b. Need

   An analysis of the inadequacy of Major Urban Resource Libraries' (MURLs) collections to meet the needs of individual users and libraries throughout the regional area in which each is located is contained in Chapter 4, p. 30 of the Long Range Plan for Statewide Library Development, 1987-89.

2. Results or Benefits Expected.

   Compensation will be made to the Major Urban Resource Libraries for the services they provide without charge to persons outside of their tax-supporting area, in order to ensure continued availability of one or more of the following non-resident services: on-site use of the collection, use of reference services, and/or circulation of library materials.

3. Approach.

   In SFY 1987, participating MURLs will receive funds through a subcontract with the Texas State Library. MURLs may use the funds in a variety of ways, with the stipulation that the funds contribute to the provision of services to non-residents. In addition, MURLs may use a portion of the funds to audit the grant and to reimburse the MURL city for indirect costs incurred. Each MURL will indicate statistical targets for various services to non-residents during the grant period in its grant application, and will make quarterly reports as to their progress in reaching these targets.

   Participating MURLs will submit: (1) Quarterly Performance Reports indicating progress toward meeting statistical targets; (2) Quarterly Financial Status Reports and a final Financial Status Report indicating expenditures and encumbrances made with grant funds; (3) a Final Audit due 180 days following the close of the local fiscal year.

Failure to submit any of the required reports shall constitute violations of the subgrant contract and may result in suspension of the subgrant. Audits will be reviewed by the State Library staff, and any audit exceptions will be resolved.

Public libraries in eighteen Texas cities meeting the criteria for Major Urban Resource Libraries will be eligible to apply for funding.

For additional information concerning the approach to be used to meet the objectives of Project 7.1, Major Urban Resource Libraries, see Appendix G, MURLs Grant Program Guidelines.

4. Geographic Location in SFY 1987 (LSCA FFY 1986 Carryover)

The geographic location of this project is the entire state. The project sites for SFY 1987 will be:

Abilene Public Library
Amarillo Public Library
Arlington Public Library
Austin Public Library
Beaumont Public Library
Corpus Christi Public Libraries
Dallas Public Library
El Paso Public Library
Fort Worth Public Library
Nicholson Memorial Library (Garland)
Houston Public Library
Irving Public Library
Laredo Public Library
Lubbock City-County Library
Ector County Library (Odessa)
Pasadena Public Library
San Antonio Public Library
Waco-McLennan County Library

FY 1987 MURLS GRANTS

MURL CITY	GRANT AMOUNT
HOUSTON	$ 110,008
DALLAS	60,171
SAN ANTONIO	52,213
EL PASO	28,373
FORT WORTH	25,589
AUSTIN	23,469
CORPUS CHRISTI	15,688
ARLINGTON	11,665
LUBBOCK	11,258
AMARILLO	9,904
GARLAND	9,497
BEAUMONT	7,872
PASADENA	7,778
IRVING	7,287
ABILENE	6,649
ODESSA	6,532
WACO	6,515
TOTAL	$ 400,468

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I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

CHECK TITLE	PROJECT NO.
☒ I ☐ III	9.1

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Texas State Library - state agency

ADDRESS (Number, Street, City and State)	ZIP CODE	TELEPHONE
Box 12927/Capitol Station Austin, Texas	78711	(512) 463-5465

2. NAME OF PROJECT (Identify LSCA Function or Activity)
Regional Public Library Systems

3. AREA TO BE SERVED BY PROJECT (Give largest area designation, e.g., statewide, region, county)
Statewide

4. PROJECT STATUS ☐ INITIAL PROJECT ☒ CONTINUING PROJECT

a. ESTIMATE TOTAL TIME SPAN (years) NA **b. PROJECT BEGAN** 1976 **c. PROPOSED TERMINATION** NA

5. NUMBER OF PERSONS TO BE SERVED BY PROJECT (Best estimate)
3,144,581

6. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY	1,819,513	XXXXXXXXXXX	XXXXXXXXXXXX	1,819,513
Current FY funds				
Total Expenditures	1,819,513			1,819,513
Carryover to next FY	1,632,285	XXXXXXXXXXX	XXXXXXXXXXXX	1,632,285

7. Give a short description of the project, its goals and objectives. (If additional pages are required, please add.)

See narrative report which follows.

ED FORM________

DEPARTMENT OF EDUCATION
Washington, D.C. 20208-1730

THE LIBRARY SERVICES AND CONSTRUCTION ACT-STATE ADMINISTERED PROGRAM
P.L. 91-600, as amended

Annual Program (Sec.3(13))

State Texas

FY 1987

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

CHECK TITLE	PROJECT NO.
☒ I ☐ III	9.1.1

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Corpus Christi Public Library - regional library

ADDRESS (Number, Street, City and State)	**ZIP CODE**	**TELEPHONE**
505 North Mesquite Street Corpus Christi, Texas	78401	(512) 882-1937

2. NAME OF PROJECT (Identify LSCA Function or Activity)
System Operation-South Texas Library System

3. AREA TO BE SERVED BY PROJECT (Give largest area designation, e.g., statewide, region, county)
Region

4. PROJECT STATUS ☐ **INITIAL PROJECT** ☒ **CONTINUING PROJECT**

a. ESTIMATE TOTAL TIME SPAN (years) NA **b. PROJECT BEGAN** 1976 **c. PROPOSED TERMINATION** NA

5. NUMBER OF PERSONS TO BE SERVED BY PROJECT (Best estimate)
1,219,606

6. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	**a. LSCA**	**b. STATE**	**c. LOCAL**	**d. TOTAL**
Carryover from previous FY	703,061	XXXXXXXXXXX	XXXXXXXXXXXX	703,061
Current FY funds				
Total Expenditures	703,061			703,061
Carryover to next FY	664,550	XXXXXXXXXXX	XXXXXXXXXXXX	664,550

7. Give a short description of the project, its goals and objectives. **(If additional pages are required, please add.)**

See narrative report which follows.

ED FORM________

DEPARTMENT OF EDUCATION
Washington, D.C. 20208-1730

THE LIBRARY SERVICES AND CONSTRUCTION ACT-STATE ADMINISTERED PROGRAM
P.L. 91-600, as amended

Annual Program (Sec.3(13))

State Texas

FY 1987

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

CHECK TITLE	PROJECT NO.
☒ I ☐ III	9.1.2

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
El Paso Public Library - regional library

ADDRESS (Number, Street, City and State): 501 North Oregon El Paso, Texas
ZIP CODE: 79901
TELEPHONE: (915) 543-3804

2. NAME OF PROJECT (Identify LSCA Function or Activity)
System Operation - Texas Trans-Pecos Library System

3. AREA TO BE SERVED BY PROJECT (Give largest area designation, e.g., statewide, region, county)
Region

4. PROJECT STATUS ☐ INITIAL PROJECT ☒ CONTINUING PROJECT

a. ESTIMATE TOTAL TIME SPAN (years) NA
b. PROJECT BEGAN 1976
c. PROPOSED TERMINATION NA

5. NUMBER OF PERSONS TO BE SERVED BY PROJECT (Best estimate)
519,377

6. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY	397,273	XXXXXXXXXXX	XXXXXXXXXXXX	397,273
Current FY funds				
Total Expenditures	397,273			397,273
Carryover to next FY	375,512	XXXXXXXXXXX	XXXXXXXXXXXX	375,512

7. Give a short description of the project, its goals and objectives. (If additional pages are required, please add.)

See narrative report which follows.

ED FORM______

DEPARTMENT OF EDUCATION
Washington, D.C. 20208-1730

THE LIBRARY SERVICES AND CONSTRUCTION ACT-STATE ADMINISTERED PROGRAM
P.L. 91-600, as amended

Annual Program (Sec.3(13))

State Texas

FY 1987

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

CHECK TITLE	PROJECT NO.
☒ I ☐ III	9.1.3

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
San Antonio Public Library - regional library

ADDRESS (Number, Street, City and State)	ZIP CODE	TELEPHONE
203 South St. Mary's Street San Antonio, Texas	78205	(512) 299-7790

2. NAME OF PROJECT (Identify LSCA Function or Activity)
System Operation - San Antonio Area Library System

3. AREA TO BE SERVED BY PROJECT (Give largest area designation, e.g., statewide, region, county)
Region

4. PROJECT STATUS ☐ INITIAL PROJECT ☒ CONTINUING PROJECT

a. ESTIMATE TOTAL TIME SPAN (years) NA

b. PROJECT BEGAN 1976

c. PROPOSED TERMINATION NA

5. NUMBER OF PERSONS TO BE SERVED BY PROJECT (Best estimate)
1,405,598

6. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY	719,179	XXXXXXXXXXX	XXXXXXXXXXXX	719,179
Current FY funds				
Total Expenditures	719,179			719,179
Carryover to next FY	592,223	XXXXXXXXXXX	XXXXXXXXXXXX	592,223

7. Give a short description of the project, its goals and objectives. **(If additional pages are required, please add.)**

See narrative report which follows.

ED FORM

PART IV, PROGRAM NARRATIVE
TITLE I - PROJECT 9.1
SERVICES TO LIMITED ENGLISH-SPEAKING
REGIONAL PUBLIC LIBRARY SYSTEMS

1. Objectives and Need For This Assistance.

   a. Objective

      See Project 2.2, Regional Public Library Systems.

2. Results or Benefits Expected.

   See Project 2.2, Regional Public Library Systems.

3. Approach.

   See Project 2.2, Regional Public Library Systems.

   For additional information, see Appendix C, Guidelines for System Plans of Service and Abstracts of SFY 1987 (LSCA FFY 1986 Carryover) Subgrant Projects.

4. Geographic Location in SFY 1987 (LSCA FFY 1986 Carryover)

   San Antonio Area Library System
   (San Antonio Public Library)

   South Texas Library System
   (Corpus Christi Public Library)

   Texas Trans-Pecos Library System
   (El Paso Public Library)

DEPARTMENT OF EDUCATION
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P.L. 91-600, as amended

Annual Program (Sec.3(13))

State Texas

FY 1987

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

CHECK TITLE	PROJECT NO.
☒ I ☐ III	11.1

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Texas State Library - state agency

ADDRESS (Number, Street, City and State)	ZIP CODE	TELEPHONE
Box 12927/Capitol Station Austin, Texas	78711	(512) 463-5465

2. NAME OF PROJECT (Identify LSCA Function or Activity)	3. AREA TO BE SERVED BY PROJECT (Give largest area designation, e.g., statewide, region, county)
Regional Public Library Systems	Statewide

4. PROJECT STATUS ☐ INITIAL PROJECT ☒ CONTINUING PROJECT

a. ESTIMATE TOTAL TIME SPAN (years) NA b. PROJECT BEGAN 1976 c. PROPOSED TERMINATION NA

5. NUMBER OF PERSONS TO BE SERVED BY PROJECT (Best estimate)
24,370

6. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY	127,287	XXXXXXXXXXX	XXXXXXXXXXXX	127,287
Current FY funds				
Total Expenditures	127,287			127,287
Carryover to next FY	152,786	XXXXXXXXXXX	XXXXXXXXXXXX	152,786

7. Give a short description of the project, its goals and objectives. (If additional pages are required, please add.)

See narrative report which follows.

ED FORM______

DEPARTMENT OF EDUCATION
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Annual Program (Sec.3(13))

State Texas

FY 1987

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

CHECK TITLE	PROJECT NO.
☒ I ☐ III	11.1.1

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Abilene Public Library - regional library

ADDRESS (Number, Street, City and State) 202 Cedar Street Abilene, Texas
ZIP CODE 79601
TELEPHONE (915) 677-2474

2. NAME OF PROJECT (Identify LSCA Function or Activity)
Big Country Library System Operation

3. AREA TO BE SERVED BY PROJECT (Give largest area designation, e.g., statewide, region, county)
Region

4. PROJECT STATUS ☐ INITIAL PROJECT ☒ CONTINUING PROJECT

a. ESTIMATE TOTAL TIME SPAN (years) NA **b. PROJECT BEGAN** 1976 **c. PROPOSED TERMINATION** NA

5. NUMBER OF PERSONS TO BE SERVED BY PROJECT (Best estimate)
275

6. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY	14,706	XXXXXXXXXXX	XXXXXXXXXXXX	14,706
Current FY funds				
Total Expenditures	14,706			14,706
Carryover to next FY	7,434	XXXXXXXXXXX	XXXXXXXXXXXX	7,434

7. Give a short description of the project, its goals and objectives. **(If additional pages are required, please add.)**

See narrative report which follows.

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P.L. 91-600, as amended

Annual Program (Sec.3(13))

State Texas

FY 1987

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

CHECK TITLE	PROJECT NO.
☒ I ☐ III	11.1.2

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Amarillo Public Library - regional library

ADDRESS (Number, Street, City and State) 413 East Fourth Street Amarillo, Texas
ZIP CODE 79109
TELEPHONE (806) 378-5050

2. NAME OF PROJECT (Identify LSCA Function or Activity) System Operation-Texas Panhandle Library System

3. AREA TO BE SERVED BY PROJECT (Give largest area designation, e.g., statewide, region, county) Region

4. PROJECT STATUS ☐ INITIAL PROJECT ☒ CONTINUING PROJECT

a. ESTIMATE TOTAL TIME SPAN (years) NA
b. PROJECT BEGAN 1976
c. PROPOSED TERMINATION NA

5. NUMBER OF PERSONS TO BE SERVED BY PROJECT (Best estimate) 520

6. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY	10,842	XXXXXXXXXXX	XXXXXXXXXXXX	10,842
Current FY funds				
Total Expenditures	10,842			10,842
Carryover to next FY	7,024	XXXXXXXXXXX	XXXXXXXXXXXX	7,024

7. Give a short description of the project, its goals and objectives. **(If additional pages are required, please add.)**

See narrative report which follows.

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DEPARTMENT OF EDUCATION
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THE LIBRARY SERVICES AND CONSTRUCTION ACT-STATE ADMINISTERED PROGRAM
P.L. 91-600, as amended

Annual Program (Sec.3(13))

State Texas

FY 1987

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

CHECK TITLE	PROJECT NO.
☒ I ☐ III	11.1.3

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Austin Public Library - regional library

ADDRESS (Number, Street, City and State)	ZIP CODE	TELEPHONE
800 Guadalupe Austin, Texas	78768	(512) 472-0299

2. NAME OF PROJECT (Identify LSCA Function or Activity)	3. AREA TO BE SERVED BY PROJECT (Give largest area designation, e.g., statewide, region, county)
System Operation-Central Texas Library System	Region

4. PROJECT STATUS ☐ INITIAL PROJECT ☒ CONTINUING PROJECT

a. ESTIMATE TOTAL TIME SPAN (years) NA **b. PROJECT BEGAN** 1976 **c. PROPOSED TERMINATION** NA

5. NUMBER OF PERSONS TO BE SERVED BY PROJECT (Best estimate) 1,800

6. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY	18,000	XXXXXXXXXXX	XXXXXXXXXXXX	18,000
Current FY funds				
Total Expenditures	18,000			18,000
Carryover to next FY	15,423	XXXXXXXXXXX	XXXXXXXXXXXX	15,423

7. Give a short description of the project, its goals and objectives. **(If additional pages are required, please add.)**

See narrative report which follows.

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DEPARTMENT OF EDUCATION
Washington, D.C. 20208-1730

THE LIBRARY SERVICES AND CONSTRUCTION ACT-STATE ADMINISTERED PROGRAM
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Annual Program (Sec.3(13))

State Texas

FY 1987

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

CHECK TITLE	PROJECT NO.
☒ I ☐ III	11.1.4

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Fort Worth Public Library - regional library

ADDRESS (Number, Street, City and State) 300 Taylor Street Fort Worth, Texas
ZIP CODE 76102
TELEPHONE (817) 870-7705

2. NAME OF PROJECT (Identify LSCA Function or Activity)
System Operation-North Texas Library System

3. AREA TO BE SERVED BY PROJECT (Give largest area designation, e.g., statewide, region, county)
Region

4. PROJECT STATUS ☐ **INITIAL PROJECT** ☒ **CONTINUING PROJECT**

a. ESTIMATE TOTAL TIME SPAN (years) NA **b. PROJECT BEGAN** 1976 **c. PROPOSED TERMINATION** NA

5. NUMBER OF PERSONS TO BE SERVED BY PROJECT (Best estimate)
275

6. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY	26,366	XXXXXXXXXXXX	XXXXXXXXXXXX	26,366
Current FY funds				
Total Expenditures	26,366			26,366
Carryover to next FY	28,887	XXXXXXXXXXXX	XXXXXXXXXXXX	28,887

7. Give a short description of the project, its goals and objectives. **(If additional pages are required, please add.)**

See narrative report which follows.

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DEPARTMENT OF EDUCATION
Washington, D.C. 20208-1730

THE LIBRARY SERVICES AND CONSTRUCTION ACT-STATE ADMINISTERED PROGRAM
P.L. 91-600, as amended

Annual Program (Sec.3(13))

State Texas

FY 1987

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

CHECK TITLE	PROJECT NO.
☒ I ☐ III	11.1.5

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Nicholson Memorial Library - regional library

ADDRESS (Number, Street, City and State)	ZIP CODE	TELEPHONE
625 Austin Street Garland, Texas	75040	(214) 494-7187

2. NAME OF PROJECT (Identify LSCA Function or Activity)
System Operation-Northeast Texas Library System

3. AREA TO BE SERVED BY PROJECT (Give largest area designation, e.g., statewide, region, county)
Region

4. PROJECT STATUS ☐ INITIAL PROJECT ☒ CONTINUING PROJECT

a. ESTIMATE TOTAL TIME SPAN (years) NA **b. PROJECT BEGAN** 1976 **c. PROPOSED TERMINATION** NA

5. NUMBER OF PERSONS TO BE SERVED BY PROJECT (Best estimate)
20,000

6. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY	42,646	XXXXXXXXXXX	XXXXXXXXXXXX	42,646
Current FY funds				
Total Expenditures	42,646			42,646
Carryover to next FY	20,460	XXXXXXXXXXX	XXXXXXXXXXXX	20,460

7. Give a short description of the project, its goals and objectives. **(If additional pages are required, please add.)**

See narrative report which follows.

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DEPARTMENT OF EDUCATION
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THE LIBRARY SERVICES AND CONSTRUCTION ACT-STATE ADMINISTERED PROGRAM
P.L. 91-600, as amended

Annual Program (Sec.3(13))

State Texas

FY 1987

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

CHECK TITLE	PROJECT NO.
☒ I ☐ III	11.1.6

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Houston Public Library - regional library

ADDRESS (Number, Street, City and State): 500 McKinney Houston, Texas
ZIP CODE: 77002
TELEPHONE: (713) 224-5441

2. NAME OF PROJECT (Identify LSCA Function or Activity)
System Operation-Houston Area Library System

3. AREA TO BE SERVED BY PROJECT (Give largest area designation, e.g., statewide, region, county)
Region

4. PROJECT STATUS ☐ INITIAL PROJECT ☒ CONTINUING PROJECT

a. ESTIMATE TOTAL TIME SPAN (years) NA
b. PROJECT BEGAN 1976
c. PROPOSED TERMINATION NA

5. NUMBER OF PERSONS TO BE SERVED BY PROJECT (Best estimate)
NA

6. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY	0	XXXXXXXXXXX	XXXXXXXXXXXX	0
Current FY funds				
Total Expenditures	0			0
Carryover to next FY	62,102	XXXXXXXXXXX	XXXXXXXXXXXX	62,102

7. Give a short description of the project, its goals and objectives. (If additional pages are required, please add.)

See narrative report which follows.

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P.L. 91-600, as amended

Annual Program (Sec.3(13))

State Texas

FY 1987

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

CHECK TITLE: ☒ I ☐ III

PROJECT NO. 11.1.7

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Lubbock City-County Public Library - regional library

ADDRESS (Number, Street, City and State): 1306 Ninth Street Lubbock, Texas
ZIP CODE: 79401
TELEPHONE: (806) 762-6411

2. NAME OF PROJECT (Identify LSCA Function or Activity)
System Operation-West Texas Library System

3. AREA TO BE SERVED BY PROJECT (Give largest area designation, e.g., statewide, region, county)
Region

4. PROJECT STATUS ☐ INITIAL PROJECT ☒ CONTINUING PROJECT

a. ESTIMATE TOTAL TIME SPAN (years) NA
b. PROJECT BEGAN 1976
c. PROPOSED TERMINATION NA

5. NUMBER OF PERSONS TO BE SERVED BY PROJECT (Best estimate)
1,500

6. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY	14,727	XXXXXXXXXXX	XXXXXXXXXXXX	14,727
Current FY funds				
Total Expenditures	14,727			14,727
Carryover to next FY	11,456	XXXXXXXXXXX	XXXXXXXXXXXX	11,456

7. Give a short description of the project, its goals and objectives. (If additional pages are required, please add.)

See narrative report which follows.

ED FORM

PART IV, PROGRAM NARRATIVE
TITLE I - PROJECT 11.1
LITERACY PROGRAMS
REGIONAL PUBLIC LIBRARY SYSTEMS

1. Objectives and Need For This Assistance.

a. Objective

See Project 2.2, Regional Public Library Systems.

2. Results or Benefits Expected.

See Project 2.2, Regional Public Library Systems.

3. Approach.

See Project 2.2, Regional Public Library Systems.

For additional information, see Appendix C, Guidelines for System Plans of Service and Abstracts of SFY 1987 (LSCA FFY 1986 Carryover) Subgrant Projects.

4. Geographic Location in SFY 1987 (LSCA FFY 1986 Carryover)

Big Country Library System
(Abilene Public Library)

Texas Panhandle Library System
(Amarillo Public Library)

Central Texas Library System
(Austin Public Library)

North Texas Library System
(Fort Worth Public Library)

Northeast Texas Library System
(Nicholson Memorial Public Library)

West Texas Library System
(Lubbock City-County Public Library)

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State Texas

FY 1987

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

CHECK TITLE	PROJECT NO.
☒ I ☐ III	13.1

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Texas State Library - state agency

ADDRESS (Number, Street, City and State)	ZIP CODE	TELEPHONE
Box 12927/Capitol Station Austin, Texas	78711	(512) 463-5465

2. NAME OF PROJECT (Identify LSCA Function or Activity)
Administrative Expenses for LSCA

3. AREA TO BE SERVED BY PROJECT (Give largest area designation, e.g., statewide, region, county)
Statewide

4. PROJECT STATUS ☐ INITIAL PROJECT ☒ CONTINUING PROJECT

a. ESTIMATE TOTAL TIME SPAN (years) NA
b. PROJECT BEGAN 1970
c. PROPOSED TERMINATION NA

5. NUMBER OF PERSONS TO BE SERVED BY PROJECT (Best estimate)
15,989,000

6. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY	0	XXXXXXXXXXX	XXXXXXXXXXXX	0
Current FY funds		258,017		258,017
Total Expenditures	0	258,017		258,017
Carryover to next FY	39,532	XXXXXXXXXXX	XXXXXXXXXXXX	39,532

7. Give a short description of the project, its goals and objectives. (If additional pages are required, please add.)

See narrative report which follows.

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PART IV, PROGRAM NARRATIVE
TITLE I - PROJECT 13.1
ADMINISTRATION
ADMINISTRATIVE EXPENSES FOR LSCA

1. Objectives and Need For This Assistance.

   a. Objectives

   To provide financial and program accountability through the administration of state and federal funds. (Goal 1, Objective 1.4, pp. 16-18 of the Long Range Plan for Statewide Library Development, 1987-89.)

   To collect and publish statistics from Texas public, special, and academic libraries. (Goal 4, Objective 4.3, pp. 21-22 of the Long Range Plan for Statewide Library Development, 1987-89.)

   b. Need

   An analysis of the need for this project is provided in Chapter 4, pp. 37-38, and 48-49 of the Long Range Plan for Statewide Library Development, 1987-89.

2. Results or Benefits Expected.

   The end products for this project are detailed on pp. 16-18 and pp. 21-22 of the Long Range Plan for Statewide Library Development, 1986-88. The following publications and reports will be produced as a result of the project:

   LSCA Basic State Plan
   LSCA Long Range Plan for Statewide Library Development
   LSCA Annual Program
   LSCA Annual Report
   Statewide Library Development: Biennial Budget
   Legislative Budget Board Performance and Expenditure Report:
     Six-Month and Annual
   Statewide Library Development: Annual and Biennial Report
   Subgrantee Audit Manual
   Rules and Regulations for the State Library System
   Guidelines for Regional Systems' Annual Program and Budget
   Guidelines for Application and Reporting of Title III, Establishment,
     Incentive, and Other Subgrants
   Academic Library Statistics
   Texas Public Library Statistics: An Analysis
   Texas Public Library Statistics
   Directory of Special Libraries and Information Centers in Texas
   Institutional Libraries Statistics
   Other special projects and reports as needed

3. Approach.

   The approach for each required administrative task is specified in the applicable objectives section of the Long Range Plan for Statewide Library Development, 1987-89. The tasks will be carried out by a Division

Director, a Manager, Grants Coordinator, a Grants Administrator, a Statistician, an Office Manager, a Statistics Assistant, two Administrative Assistants, the Administrative Division, the Data Processing Department, and the Assistant State Librarian.

The completion dates for each required administrative task are specified in the Long Range Plan for Statewide Library Development, 1987-89. (See pp. 16-18; 21-22.)

The success of the project will be based on a comparison of actual completion dates for each task with the date targeted in the Long Range Plan for Statewide Library Development, 1987-89.

4. Geographic Location.

Texas State Library, Austin.

3013.2/I.6.1

PART IV, PROGRAM NARRATIVE
TITLE II - PROJECT 1
PUBLIC LIBRARY CONSTRUCTION

1. Objectives and Need For This Assistance.

   a. Objective

   To assist in upgrading physical facilities of public libraries through the administration of LSCA Title II grants, if these funds become available (Goal 1, Objective 1.3, p. 16 of the Long Range Plan for Statewide Library Development, 1987-89.)

   b. Need

   An analysis of the need for this project is provided in Chapter 4, pp. 31-37 of the Long Range Plan for Statewide Library Development, 1987-89.

2. Results or Benefits Expected.

   Grants will be awarded to subgrantees for the construction of public library facilities.

3. Approach

   For information concerning the approach to be used to meet the objectives of this project see Appendix H. General Information and Preapplication Guidelines, Title II, Construction Program of the Library Services and Construction Act.

4. Geographic Location

   State of Texas

3013.2/II.1.1

1987 TITLE II PROJECTS
(1986 Carryover Funds)

Library	Type of Project	Square Feet Added	Local Funds	Title II Grant	Total Project Cost
Allen Public Library	New	20,000	$2,525,000	$ 200,000	$2,725,000
Harker Heights Community Library	New	5,000	100,000	100,000	200,000
Carnegie Library (Winnsboro)	New	6,000	213,383	100,000	313,383
El Paso Public Library	Branch	8,000	450,000	100,000	550,000
Spear Memorial Library (Mission)	Addition	4,750	118,751	118,751	237,502
Georgetown Public Library	New	17,000	1,500,000	200,000	1,700,000
Alvarado Public Library	Conversion	5,000	167,481	100,000	267,481
Crosbyton	New	6,083	200,000	100,000	300,000
Richland Hills	Conversion & Addition	6,543	325,000	100,000	425,000
Kaufman	New	6,815	250,000	30,349	280,349
Totals		85,191	$5,849,615	$1,149,100	$6,998,715

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State Texas

FY 1987

Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

CHECK TITLE: ☐ I ☒ III

PROJECT NO. 1.1

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)

Texas State Library - state agency

ADDRESS (Number, Street, City and State): Box 12927/Capitol Station Austin, Texas

ZIP CODE: 78711

TELEPHONE: (512) 463-5465

2. NAME OF PROJECT (Identify LSCA Function or Activity)

Demonstrations of Interlibrary Cooperation

3. AREA TO BE SERVED BY PROJECT (Give largest area designation, e.g., statewide, region, county)

Statewide

4. PROJECT STATUS ☐ INITIAL PROJECT ☒ CONTINUING PROJECT

a. ESTIMATE TOTAL TIME SPAN (years) NA

b. PROJECT BEGAN 1974

c. PROPOSED TERMINATION NA

5. NUMBER OF PERSONS TO BE SERVED BY PROJECT (Best estimate) ________

6. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY	0	XXXXXXXXXXX	XXXXXXXXXXXX	0
Current FY funds	0			0
Total Expenditures	0			0
Carryover to next FY	0	XXXXXXXXXXX	XXXXXXXXXXXX	0

7. Give a short description of the project, its goals and objectives. (If additional pages are required, please add.)

See narrative report which follows.

ED FORM________

PART IV, PROGRAM NARRATIVE
TITLE III - PROJECT 1.1
PLANNING OF COOPERATIVE LIBRARY NETWORKS
DEMONSTRATIONS OF INTERLIBRARY COOPERATION

1. Objectives and Need For This Assistance.

a. Objective

To encourage regional and local cooperative services for meeting common user needs through joint planning, informal cooperation, and contractual arrangements among public, academic, school, and special libraries. (Goal 2, Objective 2.5, p. 19 of the Long Range Plan for Statewide Library Development, 1987-89.)

b. Need

An analysis of the need for this project is provided in Chapter 4, pp. 42-43 of the Long Range Plan for Statewide Library Development, 1987-89.

2. Results or Benefits Expected.

LSCA Title III grants will be awarded to conduct demonstration and cooperative projects among public, academic, school, and special libraries.

3. Approach.

The objectives for this project will be accomplished through contracts with public libraries, academic libraries, school libraries, technical information and research libraries; or systems or consortia of such libraries. Guidelines and grant application forms are prepared by the Texas State Library and are distributed upon request. Libraries are notified of the grant program through an announcement in the Library Developments newsletter and through selected direct mailings.

Dissemination of information regarding subgrant projects is accomplished through the publication of project abstracts in the Library Developments newsletter. Photocopies of project applications and proposals as well as evaluation reports are made available upon request. Studies and final project reports are submitted by the Texas State Library to U.S. Department of Education. Additional copies of special reports are cataloged and circulated from the Texas State Library's Library Science Collection to ensure easy availability and the widest dissemination possible.

Proposals will be evaluated by the LSCA Advisory Council and will be reviewed by the State Library staff. Final recommendations regarding funding will be presented to the State Library and Archives Commission for review and approval.

Subgrantees must complete and file with the State Library the following documents: (1) two evaluation reports; (2) five expenditure reports of grant disbursement and/or encumbrances; and (3) one final audit of grant funds.

Failure to submit any of the required documents shall constitute defaulting on the contract and may be grounds for suspending the grant. Audits will be reviewed by the State Library staff, and any audit exceptions will be resolved.

Each subgrantee may revise goals and objectives which prove unattainable or unrealistic during the fiscal year. Subgrantees are expected to meet their objectives by the end of the project year.

On-site visitations to project sites will be conducted by State Library staff during the project year.

The project is administered by local agencies under contract with The Texas State Library. State Library personnel involved in the project are the Assistant State Librarian, the Director of Library Development Division, the Manager of the Systems Development Department, Grants Coordinator, the Grants Administrator, the Statistician, and the Office Supervisor.

Members of the LSCA Advisory Council will participate in the review of grant applications; no Council member whose employing agency has submitted an application or who stands to benefit directly from an application will evaluate that application.

For additional information concerning the approach to be used to meet the objectives of Project 1.1, Demonstrations of Interlibrary Cooperation, see Appendix I, Interlibrary Cooperation Grant Application Guidelines and Abstracts of SFY 1987 (LSCA FFY 1986 Carryover) Subgrant Projects.

3013.2A/III.1.1

DEPARTMENT OF EDUCATION
Washington, D.C. 20208-1730

THE LIBRARY SERVICES AND CONSTRUCTION ACT-STATE ADMINISTERED PROGRAM
P.L. 91-600, as amended

Annual Program (Sec.3(13))

State Texas

FY 1987

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

CHECK TITLE	PROJECT NO.
☐ I ☒ III	3.1

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project) Texas State Library - state agency		
ADDRESS (Number, Street, City and State) Box 12927/Capitol Station Austin, Texas	ZIP CODE 78711	TELEPHONE (512) 463-5465

2. NAME OF PROJECT (Identify LSCA Function or Activity) Demonstrations of Interlibrary Cooperation	3. AREA TO BE SERVED BY PROJECT (Give largest area designation, e.g., statewide, region, county) Statewide

4. PROJECT STATUS ☐ INITIAL PROJECT ☒ CONTINUING PROJECT

a. ESTIMATE TOTAL TIME SPAN (years) NA b. PROJECT BEGAN 1974 c. PROPOSED TERMINATION NA

5. NUMBER OF PERSONS TO BE SERVED BY PROJECT (Best estimate)
3,181,261

6. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY	681,445	XXXXXXXXXXX	XXXXXXXXXXXX	681,445
Current FY funds				
Total Expenditures	681,445			681,445
Carryover to next FY	139,283	XXXXXXXXXXX	XXXXXXXXXXXX	139,283

7. Give a short description of the project, its goals and objectives. (If additional pages are required, please add.)

See narrative report which follows.

ED FORM

DEPARTMENT OF EDUCATION
Washington, D.C. 20208-1730

THE LIBRARY SERVICES AND CONSTRUCTION ACT-STATE ADMINISTERED PROGRAM
P.L. 91-600, as amended

Annual Program (Sec.3(13))

State Texas

FY 1987

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

CHECK TITLE	PROJECT NO.
☐ I ☒ III	3.1.1

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
El Paso County Community College District

ADDRESS (Number, Street, City and State): P.O. Box 20500 El Paso, Texas
ZIP CODE: 79998
TELEPHONE: (915) 775-6002

2. NAME OF PROJECT (Identify LSCA Function or Activity): Computer-Based Library System

3. AREA TO BE SERVED BY PROJECT (Give largest area designation, e.g., statewide, region, county): Region

4. PROJECT STATUS ☒ INITIAL PROJECT ☐ CONTINUING PROJECT

a. ESTIMATE TOTAL TIME SPAN (years) 1
b. PROJECT BEGAN 9/1/86
c. PROPOSED TERMINATION 9/1/87

5. NUMBER OF PERSONS TO BE SERVED BY PROJECT (Best estimate): 480,000

6. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY	230,445	XXXXXXXXXXX	XXXXXXXXXXXX	230,445
Current FY funds				
Total Expenditures	230,445			230,445
Carryover to next FY	0	XXXXXXXXXXX	XXXXXXXXXXXX	0

7. Give a short description of the project, its goals and objectives. (If additional pages are required, please add.)

See narrative report which follows.

ED FORM_______

DEPARTMENT OF EDUCATION
Washington, D.C. 20208-1730

THE LIBRARY SERVICES AND CONSTRUCTION ACT-STATE ADMINISTERED PROGRAM
P.L. 91-600, as amended

Annual Program (Sec.3(13))

State Texas

FY 1987

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

CHECK TITLE	PROJECT NO.
☐ I ☒ III	3.1.2

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Grayson County College - institution

ADDRESS (Number, Street, City and State) 6101 Grayson Highway Denison, Texas
ZIP CODE 75020
TELEPHONE (214) 465-6030

2. NAME OF PROJECT (Identify LSCA Function or Activity)
Cooperative Project for Multitype Library Development

3. AREA TO BE SERVED BY PROJECT (Give largest area designation, e.g., statewide, region, county)
County

4. PROJECT STATUS ☐ INITIAL PROJECT ☒ CONTINUING PROJECT

a. ESTIMATE TOTAL TIME SPAN (years) 2
b. PROJECT BEGAN 9/1/85
c. PROPOSED TERMINATION 8/31/87

5. NUMBER OF PERSONS TO BE SERVED BY PROJECT (Best estimate)
100,000

6. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY	267,905	XXXXXXXXXXX	XXXXXXXXXXXX	267,905
Current FY funds				
Total Expenditures	267,905			267,905
Carryover to next FY	0	XXXXXXXXXXX	XXXXXXXXXXXX	0

7. Give a short description of the project, its goals and objectives. (If additional pages are required, please add.)

See narrative report which follows.

ED FORM

DEPARTMENT OF EDUCATION
Washington, D.C. 20208-1730

THE LIBRARY SERVICES AND CONSTRUCTION ACT-STATE ADMINISTERED PROGRAM
P.L. 91-600, as amended

Annual Program (Sec.3(13))

State Texas

FY 1987

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

CHECK TITLE	PROJECT NO.
☐ I ☒ III	3.1.3

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
PAISANO Consortium of Libraries - organization

ADDRESS (Number, Street, City and State): 2602 North Ben Jordan Victoria, Texas
ZIP CODE: 77901
TELEPHONE: (512) 576-3157

2. NAME OF PROJECT (Identify LSCA Function or Activity)
Cooperative Acquisition of Serial Publications

3. AREA TO BE SERVED BY PROJECT (Give largest area designation, e.g., statewide, region, county)
Region

4. PROJECT STATUS ☐ INITIAL PROJECT ☒ CONTINUING PROJECT

a. ESTIMATE TOTAL TIME SPAN (years) 2
b. PROJECT BEGAN 9/1/85
c. PROPOSED TERMINATION 8/31/87

5. NUMBER OF PERSONS TO BE SERVED BY PROJECT (Best estimate)
1,500,000

6. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY	72,467	XXXXXXXXXXX	XXXXXXXXXXXX	72,467
Current FY funds				
Total Expenditures	72,467			72,467
Carryover to next FY		XXXXXXXXXXX	XXXXXXXXXXXX	

7. Give a short description of the project, its goals and objectives. (If additional pages are required, please add.)

See narrative report which follows.

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ED FORM______

DEPARTMENT OF EDUCATION
Washington, D.C. 20208-1730

THE LIBRARY SERVICES AND CONSTRUCTION ACT-STATE ADMINISTERED PROGRAM
P.L. 91-600, as amended

Annual Program (Sec.3(13))

State Texas

FY 1987

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

CHECK TITLE	PROJECT NO.
☐ I ☒ III	3.1.4

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Texas A&M University - institution

ADDRESS (Number, Street, City and State) College Station, Texas
ZIP CODE 77843
TELEPHONE (409) 845-1342

2. NAME OF PROJECT (Identify LSCA Function or Activity)
Union List of Serials for Texas A&M University Library

3. AREA TO BE SERVED BY PROJECT (Give largest area designation, e.g., statewide, region, county)
Statewide

4. PROJECT STATUS ☒ INITIAL PROJECT ☐ CONTINUING PROJECT

a. ESTIMATE TOTAL TIME SPAN (years) 1
b. PROJECT BEGAN 9/1/86
c. PROPOSED TERMINATION 8/31/87

5. NUMBER OF PERSONS TO BE SERVED BY PROJECT (Best estimate)
1,000,000

6. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY	56,158	XXXXXXXXXXX	XXXXXXXXXXXX	56,158
Current FY funds				
Total Expenditures	56,158			56,158
Carryover to next FY		XXXXXXXXXXX	XXXXXXXXXXXX	

7. Give a short description of the project, its goals and objectives. (If additional pages are required, please add.)

See narrative report which follows.

ED FORM

DEPARTMENT OF EDUCATION
Washington, D.C. 20208-1730

THE LIBRARY SERVICES AND CONSTRUCTION ACT-STATE ADMINISTERED PROGRAM
P.L. 91-600, as amended

Annual Program (Sec.3(13))

State Texas

FY 1987

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

CHECK TITLE	PROJECT NO.
☐ I ☒ III	3.1.5

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Texas State Library - state agency

ADDRESS (Number, Street, City and State)	ZIP CODE	TELEPHONE
Box 12927/Capitol Station Austin, Texas	78711	(512) 463-5427

2. NAME OF PROJECT (Identify LSCA Function or Activity)
Texas State Library Union List

3. AREA TO BE SERVED BY PROJECT (Give largest area designation, e.g., statewide, region, county)
Statewide

4. PROJECT STATUS ☒ INITIAL PROJECT ☐ CONTINUING PROJECT

a. ESTIMATE TOTAL TIME SPAN (years) 1
b. PROJECT BEGAN 9/1/86
c. PROPOSED TERMINATION 8/31/87

5. NUMBER OF PERSONS TO BE SERVED BY PROJECT (Best estimate) ______

6. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY	30,292	XXXXXXXXXXX	XXXXXXXXXXXX	30,292
Current FY funds				
Total Expenditures	30,292			30,292
Carryover to next FY	0	XXXXXXXXXXX	XXXXXXXXXXXX	0

7. Give a short description of the project, its goals and objectives. (If additional pages are required, please add.)

See narrative report which follows.

ED FORM______

DEPARTMENT OF EDUCATION
Washington, D.C. 20208-1730

THE LIBRARY SERVICES AND CONSTRUCTION ACT-STATE ADMINISTERED PROGRAM
P.L. 91-600, as amended

Annual Program (Sec.3(13))

State Texas

FY 1987

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

CHECK TITLE	PROJECT NO.
☐ I ☒ III	3.1.6

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
The Association of Waco Library Administrators - organization

ADDRESS (Number, Street, City and State) 1717 Austin Avenue Waco, Texas
ZIP CODE 76701
TELEPHONE (817) 754-3101

2. NAME OF PROJECT (Identify LSCA Function or Activity) Waco Union List of Serials

3. AREA TO BE SERVED BY PROJECT (Give largest area designation, e.g., statewide, region, county) Region

4. PROJECT STATUS ☒ INITIAL PROJECT ☐ CONTINUING PROJECT

a. ESTIMATE TOTAL TIME SPAN (years) 1
b. PROJECT BEGAN 9/1/86
c. PROPOSED TERMINATION 8/31/87

5. NUMBER OF PERSONS TO BE SERVED BY PROJECT (Best estimate) 101,261

6. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY	24,178	XXXXXXXXXXX	XXXXXXXXXXXX	24,178
Current FY funds				
Total Expenditures	24,178			24,178
Carryover to next FY	0	XXXXXXXXXXX	XXXXXXXXXXXX	0

7. Give a short description of the project, its goals and objectives. (If additional pages are required, please add.)

See narrative report which follows.

ED FORM

PART IV, PROGRAM NARRATIVE
TITLE III - PROJECT 3.1
ESTABLISHING, EXPANDING, AND OPERATING LIBRARY NETWORKS
DEMONSTRATIONS OF INTERLIBRARY COOPERATION

1. Objectives and Need For This Assistance.

See Project 1.1, Demonstrations of Interlibrary Cooperation

2. Results or Benefits Expected.

See Project 1.1, Demonstrations of Interlibrary Cooperation

3. Approach.

See Project 1.1, Demonstrations of Interlibrary Cooperation

For additional information concerning the approach to be used to meet the objectives of Title III - Project 2.1, see Appendix I, LSCA Title III Interlibrary Cooperation Grant Application Guidelines.

4. Geographic Location in SFY 1987 (LSCA FFY 1986 Carryover)

The geographic location of this project is the entire state.

3013.2A/III.3.1

DEPARTMENT OF EDUCATION
Washington, D.C. 20208-1730

THE LIBRARY SERVICES AND CONSTRUCTION ACT-STATE ADMINISTERED PROGRAM
P.L. 91-600, as amended

Annual Program (Sec.3(13))

State Texas

FY 1987

i. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

CHECK TITLE	PROJECT NO.
☐ I ☒ III	3.2

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Texas State Library - state agency

ADDRESS (Number, Street, City and State): Box 12927/Capitol Station
ZIP CODE: 78711
TELEPHONE: (512) 463-5465

2. NAME OF PROJECT (Identify LSCA Function or Activity): Interlibrary Loan and Reference Referral Network

3. AREA TO BE SERVED BY PROJECT (Give largest area designation, e.g., statewide, region, county): Statewide

4. PROJECT STATUS ☐ INITIAL PROJECT ☒ CONTINUING PROJECT

a. ESTIMATE TOTAL TIME SPAN (years) NA
b. PROJECT BEGAN 1968
c. PROPOSED TERMINATION NA

5. NUMBER OF PERSONS TO BE SERVED BY PROJECT (Best estimate): 75,000

6. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY	310,379	XXXXXXXXXXX	XXXXXXXXXXXX	310,379
Current FY funds				
Total Expenditures	310,379			310,379
Carryover to next FY	577,324	XXXXXXXXXXX	XXXXXXXXXXXX	577,324

7. Give a short description of the project, its goals and objectives. (If additional pages are required, please add.)

See narrative report which follows.

ED FORM 180

PART IV, PROGRAM NARRATIVE
TITLE III - PROJECT 3.2
ESTABLISHING, EXPANDING, AND OPERATING LIBRARY NETWORKS
INTERLIBRARY LOAN AND REFERENCE REFERRAL NETWORK

1. Objectives and Need For This Assistance.

    a. Objective

    See Title I - Project 2.3, Interlibrary Loan and Reference Referral Network.

2. Results or Benefits Expected.

    See Title I - Project 2.3.

3. Approach.

    See Title I - Project 2.3.

4. Geographic Location.

    The location for this project is the entire state.

3013.2/III.3.2

DEPARTMENT OF EDUCATION
Washington, D.C. 20208-1730

THE LIBRARY SERVICES AND CONSTRUCTION ACT-STATE ADMINISTERED PROGRAM
P.L. 91-600, as amended

Annual Program (Sec.3(13))

State Texas

FY 1987

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

CHECK TITLE	PROJECT NO.
☐ I ☒ III	3.3

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Texas State Library - state agency

ADDRESS (Number, Street, City and State)	ZIP CODE	TELEPHONE
Box 12927/Capitol Station Austin, Texas	78711	(512) 463-5465

2. NAME OF PROJECT (Identify LSCA Function or Activity)
Texas Union List of Serials

3. AREA TO BE SERVED BY PROJECT (Give largest area designation, e.g., statewide, region, county)
Statewide

4. PROJECT STATUS ☐ INITIAL PROJECT ☒ CONTINUING PROJECT

a. ESTIMATE TOTAL TIME SPAN (years) NA **b. PROJECT BEGAN** 1984 **c. PROPOSED TERMINATION** NA

5. NUMBER OF PERSONS TO BE SERVED BY PROJECT (Best estimate)

____

6. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY	27,500	XXXXXXXXXXX	XXXXXXXXXXXX	27,500
Current FY funds				
Total Expenditures	27,500			27,500
Carryover to next FY	27,500	XXXXXXXXXXX	XXXXXXXXXXXX	27,500

7. Give a short description of the project, its goals and objectives. **(If additional pages are required, please add.)**

See narrative report which follows.

ED FORM______

PART IV, PROGRAM NARRATIVE
TITLE III - PROJECT 3.3
ESTABLISHING, EXPANDING, AND OPERATING LIBRARY NETWORKS
TEXAS UNION LIST OF SERIALS

1. Objectives and Need For This Assistance.

   a. Objective

   To provide statewide information about the location of library materials in Texas through the creation or expansion of bibliographic databases. (Goal 2, Objective 2.2, pp. 18-19 of the *Long Range Plan for Statewide Library Development, 1987-89*.)

   b. Need

   An analysis of the need for this project is provided in Chapter 4, pp. 40-41 of the *Long Range Plan for Statewide Library Development, 1987-89*.

2. Results or Benefits Expected.

   The Union List of Serials will contain 130,000 locations of material in Texas Libraries.

3. Approach.

   The union list is an online, OCLC-based list of serial holdings of many Texas libraries. It is often referred to as UTXL because that is its symbol on OCLC.

   As of Fall 1985, there were 69 participating libraries; 45 are academic, 10 are public and 14 are special libraries.

   These libraries have created a database of about 51,000 titles and 128,000 locations.

   The union list can be searched in two ways. Libraries which are on OCLC may search online. Other libraries can use the microfiche copy of the list that is produced annually.

   The list has proven to be very valuable in number of ways:

   (a) libraries seeking to borrow materials on interlibrary loan can use the holdings-specific information to get faster replies;

   (b) lending libraries find they receive fewer requests for materials that they do not own; this can decrease their workload and increase their fill rate;

   (c) libraries can have custom-design microfiche or paper copies of their holdings produced; these can be valuable as in-house tools for both public services and technical services;

(d) the creation of a local union list on the OCLC system is often a starting point for local library consortia; a library can enter its holdings into a local union list and the statewide list at the same time;

(e) in a local consortium, a union list is a valuable asset in enabling participants to operate reciprocal access and coordinated collection development programs;

(f) both OCLC and non-OCLC libraries can participate.

Additional benefits of UTXL membership include the payment of each library's union list membership fee by the State Library and one copy of the microfiche list at no charge.

While there are many benefits to union list participation, there are only a few obligations. The library must:

(1) exchange materials on interlibrary loan with other UTXL participants without charge (except that academic and special libraries may have reciprocal charging agreements);

(2) intend to follow the general guidelines of the UTXL Advisory Committee, plan to update its records annually, notify the State Library in advance of its intention to delete its holdings, and pay the modest cost of deprofiling.

As well as serving as the coordinating agent, the State Library provides financial assistance to libraries to add their holdings to the union list. There are three funding possibilities:

1. individual libraries can receive "incentive funding" to pay the AMIGOS/OCLC costs of creating the necessary local data records; depending on the demand for these monies, libraries can request these funds at any time;

2. groups of libraries can receive federal Title III funds to create a local or regional union list; the holdings would be entered in both the statewide and the local lists at the same time. This grant could include the costs of staffing and equipment needed to input the serials holdings as well as the OCLC costs. A formal, competitive grant application would have to be completed by April 15;

3. Individual libraries which have significant collections of serials could also apply for the Title III grant to add their holdings. The application deadline is also April 15.

TIMETABLE

Fall 1986:	Review minigrant applications and award incentive funds.
Spring 1985:	TXUL Advisory Committee meeting. Revise and distribute minigrant guidelines.
March 1987:	Work with AMIGOS and OCLC to order the off-line products.
April 1987:	Distribute off-line product order forms to Texas libraries.
July 1987:	OCLC will produce the off-line products.
August 1987:	OCLC will deliver off-line products.

4. Geographic Location.

The geographic location for this project is the entire state.

APPENDICES

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Library Services and Construction Act

Title I

Establishment Grant Application Guidelines

Library Development Division
Texas State Library
January, 1987

I. Establishment Grant Application Guidelines - Introduction

Goal	The basic goal of the Establishment Grant program is to aid in the establishment of a public library that will qualify as a member of the Texas State Library System, in a previously unserved county.
Definition	Unserved Counties are defined as: Counties with no existing library service, or Counties served by public libraries that have not expended local city and/or county tax support for a period of three years.
Grant Amount	Establishment Grant recipients will receive a dollar-for-dollar match of funds appropriated for the library from local tax sources, or $20,000; whichever is greater.
Period of Grant	Qualifying libraries may receive Establishment Grants for up to three (3) years subject to annual reapplication by the county and approval by the Texas State Library.

II. Criteria for Eligibility

Introduction	The newly established library must satisfy the criteria outlined in this grant application packet as well as the "criteria for system membership" contained in the Texas Library Systems Act and Rules for Administering the Library Systems Act, 1985.
Definition	Standards or criteria for system membership must be met before a library may be accredited and eligible for an Establishment Grant. A newly established library may be deficient in two of the Rule 1.81, Criteria for System Membership, at the time of the grant award. These criteria are listed in Appendix A of these guidelines.
Criteria	The following requirements must be satisfied without exception: • The newly established library must provide free library service to county residents. (Rule 1.72)

Criteria for Eligibility, continued

Criteria, continued

- The proposed new library must be legally established as a department of a city or county government by charter, resolution, or ordinance; or by contract as provided for in the Interlocal Cooperation Act, Article 4413 (32c), V.A.C.S.; or as a non-profit corporation chartered by the Secretary of State for the purpose of providing free library service (Rule 1.73). An incorporated public library must contract with the county to receive financial support as described in Section VII, page 5.
- The library must have minimum local expenditures or a current local operating budget as outlined in Rules 1.74, 1.81, and 1.82 of the Texas Library Systems Act and Rules for Administering the Library Systems Act.
- The county librarian of the newly established library must satisfy the requirements necessary to receive a County Librarian's Certificate. (Rule 1.78)
- The library must have a telephone with a listed number. (Rule 1.83)
- The county must agree to appropriate and expend county funds in cash or in-kind to support the newly established library during the local fiscal year in which the grant is received, and in accordance with the funding formula discussed in the following sections. It is important to note that the grant year is September 1 to August 31. For the purposes of a first year grant application, the local appropriations will be determined by the information provided on the Annual Report form submitted with the application. For second and third year applications, this information must be provided in the narrative section of the application.

First Year Grant

- In the local fiscal year in which the first grant is received, the county must appropriate and expend $ .75 per capita or $2,500, whichever is greater.

Second Year Grant

- In the local fiscal year in which the second grant is received, the county must appropriate and expend $1.00 per capita or $2,500, whichever is greater.

Third Year Grant

- In the local fiscal year in which the third grant is received, the county must appropriate and expend $1.20 per capita or $2,500, whichever is greater.

Population Served

For purposes of determining the required county financial contribution, all persons residing in the county must be counted.

Criteria for Eligibility, continued

Population Served, continued	County population will be based on the most recent decennial census or official population estimate of the U.S. Department of Commerce, Bureau of the Census, if available.
Verification	An Establishment Grant will not be awarded until the Texas State Library receives written verification, in the form of an approved budget, that the required amount of funds for the first year ($ .75 per capita or $2,500) has been appropriated by the county.

III. Applicants Not Qualified For Establishment Grants

Introduction	Establishment Grants will not be awarded to applicants who are unable to meet the criteria for system membership or county financial support.
Funding Requirements	County financial support for the establishment of the new library must be appropriated and expended in accordance with the funding formula described in Section II., page 2.
Library Services Currently Available	If local library service is currently available to county residents and has been supported by local city and/or county taxes anytime within the three years prior to application for an Establishment Grant, the applicant is not eligible for the Establishment Grant. This prohibition does not apply to libraries applying for second and third year Establishment Grants, or to libraries having unsuccessfully applied for a first year Establishment Grant.
Cannot Qualify for System Membership	If the newly established library is not able to qualify for system membership, the grant will not be awarded. A library deficient in up to two Rule 1.81 criteria may be provisionally accredited as a system member. However, the library may not be provisionally accredited for more than three years after the library has been designated as a system member. (Rule 1.93)
Minimum Budget	A library must have minimum local expenditures of $5,000 or a current operating budget of $5,000. (Rule 1.74 and 1.82) However, the library's budget should be based on system membership criteria for per capita support (Rule 1.81) and the county funding formula ($.75 per capita or $2,500).

IV. Grant Selection Criteria

Introduction

Establishment Grants are awarded on a competitive basis. A number of factors will be considered, including, but not necessarily limited to, the selection criteria outlined below.

Selection Criteria

- County financial support and system membership.
- Qualifications of personnel responsible for managing the grant.
- Prospects for continued county financial support.
- Quality of the application and project planning.

Comment

The Texas State Library reserves the right, based on an assessment of the above criteria, to decline to award available grant funds to eligible libraries submitting grant applications even if the available funds for this program ultimately go unawarded.

V. Consulting Assistance and Intent to Apply

Introduction

Consulting assistance is available during the grant application period from the system coordinator in your region and from the Establishment Grant Project Manager at 512/463-5532 at the Texas State Library. On-site visits are possible and you are strongly encouraged to consult with the Project Manager during the time you are preparing your grant application to identify and resolve problems early in the process and increase the chances of having your grant approved. A Request for Consultation form is included as Appendix B of these guidelines.

Request for Consultation

The Request for Consultation (Appendix B) must be signed by the County Judge. This request confirms the intent to apply and the intent of the county to provide sufficient county funds to satisfy grant requirements.

Due Date

Request for Consultation is due at the Texas State Library on or before April 1. Other required documents are to be submitted by June 1.

VI. Application Procedures

Introduction

Applications will be mailed to requesting libraries by December 1. All applicants intending to apply for an Establishment Grant should return the Request for Consultation on or before April 1.

Introduction, continued	Completed applications are due at the State Library on or before June 1; notification of grant awards will be made by August 1.
Inadequate Application: Procedures	If an Application for Assistance is judged inadequate, the application will not be approved and will be returned with deficiencies noted. Applicants who are not approved will have an additional 30 days to remedy the deficiencies identified by the State Library, provided that grant funds are still available.
Reapplication	Applicants who fail to receive a grant may reapply in the following year. Reapplications for initial funding will be subject to the requirements and judged by the criteria pertaining to the first year of a possible three year grant.
Local Tax Support Criteria	If the reapplication was made in the year following the initial application, local tax support received during the period of the original grant application would not disqualify the applicant from reconsideration as indicated in Section III, "Applicants Not Qualified for Establishment Grants."
Project Schedule	A grant contract will be mailed for approval by the county by August 15. Applicants who were not initially approved by August 1, but are subsequently accepted, will receive their contracts somewhat later. Projects will run concurrently with the state fiscal year, September 1 through August 31.
Detailed Timetable	For more information regarding the project's timetable, Section X. of these guidelines contains a detailed schedule.

VII. Grant Application Documents

Introduction	A newly established library must submit the documents described in the following section by June 1.
Documents	• Legal establishment document as a city, county, inter-local cooperative, or or incorporated library. • Contracts with the county, city, or school district, if applicable. (see p. 6)

Grant Application Documents, continued

Documents, continued

- Application for Assistance (Appendix C)
  1. Standard 424 Form (cover sheet)
  2. Project Approval Information
  3. General Budget Data
  4. Standard Assurances
- HEW-441 Form (Appendix D)
- Application for County Librarian's Certification (Appendix E)
- Annual Report/System Membership Application

Required Contracts

If the library is established as a	Then...
city library	a contract between the city and county must be submitted.
county library receiving municipal funding	a contract between the county and city (cities) must be submitted.
inter-local cooperative library	contract(s) establishing the inter-local cooperative.
non-profit library receiving county, municipal, or school district funding	contracts between the non-profit library, county, city (cities), or school district(s) must be submitted

VIII. Second or Third Year Funding

Introduction — Libraries successfully meeting the requirements of the Establishment Grant may apply for a second or third year grant.

Grant Amount — Second or third year funding will be awarded on the same basis as first year funding (see Section I, page 1).

Second or Third Year Funding, continued

Reapplication Process: Second or Third Year Grants

The reapplication process includes the following:

- Request for Consultation is due at the State Library by April 1.
- Completion of the Application for Assistance, Standard Form 424, signifies the formal reapplication for a second or third year grant award and is due at the State Library by June 1.

Reapplication Process: Second or Third Year Grants

- An itemized budget must be submitted which identifies anticipated expenditures of LSCA, county, and other local funds. The projected expenditure of county funds must reflect the increased funding level of $1.00 per capita for second year funding and $1.20 per capita for third year funding.
- An updated job description of project personnel. The head librarian must continue to have a current County Librarian's Certificate. If a new person assumes the responsibilities of head librarian after initial approval of the grant award, he or she must either have, or apply for and satisfy the requirements necessary to receive a County Librarian's Certificate.

Criteria

To qualify for second and third year funding, the library must also continue to satisfy:

A. system membership criteria
B. county funding formula
C. verification of expenditures

County Funding

To qualify for the second or third year Establishment Grants, counties must continue to appropriate and expend county funds in cash or in-kind contributions in support of the library.

Second Year

The County must appropriate and expend during the second year of the Establishment Grant, $1.00 per capita or $2,500 whichever is greater.

Third Year

In the third year, the County must appropriate $1.20 per capita or $2,500, whichever is greater.

Verification of County Expenditures

Second and third year Establishment Grant funding will be subject to verification that appropriated county funds were actually expended for the purposes of the grant at the required expenditure level.

Second or Third Year Funding, continued

Verification of County Expenditures, continued

- $ .75 per capita during the first year.
- $1.00 per capita during the second year.

Annual Report

The Annual Report, which is due on March 1, will be used to verify the level of expenditures of county funds for the preceding year.

Audit

Accuracy of the Annual Report will be subject to subsequent independent audit verification of local library expenditures. Grant recipients should keep careful accounting records of all local expenditures.

If local expenditure levels for the preceding year fall below the required level, the current year grant will be terminated. All funds received under this grant must be refunded to the State Library.

An audit report of grant and local library funds is due to the Texas State Library no later than 180 days following the close of the county fiscal year.

In-Kind Contributions

In-kind local contributions, if claimed, will also be subject to an independent audit verification.

IX. Project Administration and Management

Introduction

In accepting the Establishment Grant, the subgrantees will be responsible for managing and administering the grant project in accordance with the Uniform Grant and Contract Management Standards.

The following information summarizes the grantees' responsibilities in administering Establishment Grants.

Unallowable Costs

An unallowable cost is any cost which cannot be included as a budget item in an Establishment Grant Application. These costs include:

- BAD DEBTS
- CONTINGENCIES
- CONTRIBUTIONS AND DONATIONS
- ENTERTAINMENT
- FINES AND PENALTIES

Unallowable Costs, continued

- GOVERNOR'S EXPENSES
- INTEREST AND OTHER FINANCIAL COSTS
- LEGISLATIVE COSTS
- UNRECOVERY OF COSTS UNDER GRANT AGREEMENTS - any excess costs for one grant agreement is not chargeable to another grant agreement

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Prior Approval Costs

Prior approval cost is a cost for which the grantee must obtain the prior written permission of the Texas State Library. These include:

- AUTOMATIC DATA PROCESSING
- BUILDING SPACE AND RELATED FACILITIES
  - a) rental costs
  - b) maintenance
  - c) rearrangements and alterations
  - d) depreciation and use allowance on publicly owned buildings
  - e) occupancy of space under rental-purchase or a lease with option to purchase
- CAPITAL EXPENDITURES
- INSURANCE AND INDEMNIFICATION
- MANAGEMENT STUDIES
- PREAGREEMENT COSTS
- PROFESSIONAL SERVICES
- PROPOSAL COSTS

Obtaining Prior Approval

Itemize all costs that require prior approval in the Application for Assistance, Section F - Other Budget Information - Item 23 under Remarks. Prior approval of these costs, if granted, will be included in the grant contract. During the grant year, subgrantees may request prior written permission from the State Library for prior approval of costs not listed in the contract. If approval is granted, the contract will be amended accordingly.

Matching Standards

Matching support may be in the form of cash or in-kind services. Those claiming matching funds should document their calculations of in-kind contributions. Volunteer services may be counted as cost sharing or matching if the service is an integral and necessary part of an approved program. Time and attendance records must be kept if the services are to be considered part of the cost sharing or matching support.

Time and Attendance Records The subgrantee must retain time and attendance records for reimbursement of personnel services. Reimbursement of prorated personnel services may be charged to the grant account if the percentage of time expended on the grant program is clearly specified on the time and attendance records.

Record Retention The subgrantee must maintain financial records and other evidence pertaining to all costs incurred and revenues or other applicable credits in accordance with generally accepted accounting principles for a period of five years.

Interest Interest earned on LSCA grant funds at the subgrantee level shall be refunded to the Texas State Library.

Indirect Costs If a subgrantee has an indirect cost plan or cost allocation plan on file, the subgrantee may be reimbursed for indirect costs based on the approved rate. However, if there is no plan currently in effect, the subgrantee may use a lump sum for overhead based on the Indirect Cost Computation Table. (See Appendix G.)

Replacement of Local Funds The library must not use monies received under this grant to replace local funds during the period of the grant. If the library replaces local funds, the grant will be suspended.

Cash Depositories Grant funds must be deposited in a bank with FDIC insurance coverage and any balances exceeding FDIC coverage must be collaterally secure.

Financial Status Reports Financial Status Reports (Forms 269 and 269a) must be submitted to the Texas State Library according to the following schedule:

Reporting Period	Reports Due
September 1 - November 30	December 31
December 1 - February 29	March 25
March 1 - May 31	June 27
June 1 - August 31	September 26
September 1 - November 30	December 30

Budget Revision Procedures

Subgrantee must submit, in writing, a request for a budget revision when:

- Cumulative transfer(s) of funds among direct cost categories exceed five percent (5%) of the total budget.
- An expenditure of grant funds involves a cost requiring prior approval.

Budget Revision Procedures, continued

Such changes, if approved, will require modification of the original contract through a letter of amendment signed by the subgrantee official and the appropriate Texas State Library official. Changes in the scope or objectives of a project must be approved by the Texas State Library through a letter of concurrence.

Performance Reports: Requirements

Subgrantees must also submit two program evaluation reports on forms provided by the Texas State Library. Performance measures should be based on the measurable objectives stated in the grant application.

These reports must include:

- Progress made toward attaining objectives as outlined in the approved grant application.
- Revised and up-dated goals and objectives.
- Major activities and an assessment of the program's success.
- Organizational and operational programs encountered.
- Identification of services to the disadvantaged, i.e., unemployed, illiterate, teenagers, elderly or other groups that may be culturally, socially, economically or educationally disadvantaged.
- Other standard statistical reports required by the Texas State Library.

Performance Reports: Due Dates

Performance Reports are due at the State Library according to the following schedule:

Reporting Period	Report Due
September 1 - February 29	March 25
March 1 - August 31	September 26

Grant Close-Out Procedures

All funds must be expended and/or obligated by August 31, the project's ending date. All obligations are to be liquidated by November 30. The final audit is due at the Texas State Library 180 days following the close of the county fiscal year.

Property Management

Property can only be acquired if provided for in the grant agreement or in a budget revision. The following guidelines summarize the major rules governing property management.

- Each project must maintain and submit an inventory of all nonexpendable personal property having a unit acquisition cost of three hundred dollars ($300) or more and having a useful life of more than one year. Reports should be filed within 30 days of property receipt.
- All personal property, which includes equipment and library materials acquired with funds from this grant and having a unit acquisition cost of one thousand dollars ($1,000) or more, shall become the property of the Texas State Library should the library cease to be a system member library.
- All proposed equipment purchases must have prior approval by the Texas State Library. Proposed equipment purchases must be listed in the application.

Procurement

The grantee's existing procedures for procurement of supplies, equipment and services will be acceptable, providing that they conform to OMB Circular A-102, Attachment O.

Audits

Counties receiving Establishment Grants must submit an audit report which shows:

- grant funds received and expended
- local library funds received and expended

The audit verifies that grant funds were expended and/or obligated as of August 31, in accordance with the terms of the contract, and that all obligations were liquidated by November 30.

The audit report also shows local library funds expended and verifies that these local expenditures satisfy grant requirements.

The audit report must separate grant funds from local library balances and expenditures.

Single Audits	All counties receiving Texas State Library grants must submit a single audit. A single audit includes all funds received "directly from federal agencies as well as those federal and state funds received through state agencies." The audit shall be conducted in accordance with Title I, Section 5.167 of the Texas Administrative Code (TAC), Attachment P, OMB Circular A-102.
Due Date	The audit report is due at the State Library 180 days following the close of the county's fiscal year.
Expenses	The cost of auditing grant and local library funds is allowable if provided for in the contract.
Accountant	All audits must be conducted by an independent certified accountant or a public accountant licensed by the Texas State Board of Public Accountancy.
Audit Exceptions	Any audit exceptions will result in grant refunds to the Texas State Library. If local library expenditures for the preceding year fall below the required level, the current grant will be terminated. Therefore, the county will be required to return all grant funds received under the current grant to the Texas State Library.
Audit Appeals	If a subgrantee wishes to appeal an audit exception, the procedure outlined in Rule 1.122 of the Rules for Administering the Library Systems Act should be followed.

X. Timetable for a 3-Year Grant

• Application Guidelines Mailed to Requesting Libraries	December, 1986
• Request for Consultation due at Texas State Library	April 1, 1987
• Grant Application Due at Texas State Library	June 1, 1987

Timetable for a 3-Year Grant, continued

• Approval of Grant Awards by Texas State Library and Archives Commission. Notification of Grant Awards Made to All Applicants	August 1, 1987
• Contracts Mailed to Grant Recipients	August 15, 1987
• Project Start-Up Date	September 1, 1987
• Application Guidelines Mailed to Requesting Libraries	December, 1987
• Request for Consultation Due at the Texas State Library	April 1, 1988
• Reapplication for Second Year Grant Award due at Texas State Library	June 1, 1988
• Approval of Second Year Grant Award by Texas State Library and Archives Commission	August 1, 1988
• Contracts for Second Year Grant Award Mailed to Eligible Recipients	August 15, 1988
• All Grant Funds from First Year of Grant Award Expended and/or Encumbered	August 31, 1988
• Second Year Project Start-Up Date	September 1, 1988
• All Encumbrances to be Liquidated First Year Contract	November 30, 1988
• Application Guidelines Mailed to Requesting Libraries	December, 1988
• Request for Consultation Due at the Texas State Library	April 1, 1989
• Reapplication for Third Year of Grant Award due at Texas State Library	June 1, 1989
• Approval of Third Year of Grant award by Texas State Library and Archives Commission	August 1, 1989
• Contracts for Third Year Grant Award Mailed to Eligible Recipients	August 15, 1989
• All Grant Funds from Second Year Grant Award Expended and/or Encumbered	August 31, 1989
• Third Year Project Start-Up Date	September 1, 1989
• All Encumbrances to be Liquidated Second Year of Contract	November 30, 1989

Timetable for a 3-Year Grant, continued

• All Grant Funds from Third Year Grant Award Expended and/or Encumbered	August 31, 1990
• All Encumbrances to be Liquidated Third Year Contract	November 31, 1990
• Independent Audits of Grant and Local Library Funds Due to the Texas State Library 180 Days Following the Close of the County Fiscal Year.	

LIBRARY SERVICES AND CONSTRUCTION ACT

TITLE I

INCENTIVE GRANT APPLICATION GUIDELINES

Library Development Division
Texas State Library
December, 1986

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Enclosure: Texas Library Systems Act and Rules and Regulations for Administering the Library Systems Act.

I. Incentive Grant Application Guidelines - Introduction

Purpose

Incentive Grants are for two or more public libraries joining together to form a larger unit of service which will qualify for membership in the Texas Library System. This unit can be no smaller than a county but does not have to include all public libraries in the county.

Definitions

There are two types of library systems which result from cooperative agreements among libraries:

- Consolidated library system in which two or more public libraries relinquish their autonomy in order to become a single library unit under a single governing authority. One library is designated as the central library and the other libraries become branches.

  The central library assumes responsibility for and control over the governance and finances of all branch libraries of the new system. Since the new system is a single legal entity, no contractual agreements are required between the member libraries. In this type of system, the director of the central library will also be the county coordinator.

- Federated library system in which two or more public libraries retain their local autonomy, governance, and finances, but agree to participate through contractual agreements in the federation of libraries.

  A headquarters is established, and a county coordinator is employed to coordinate the planning and delivery of services to member libraries.

  A federated library system may include public libraries within a single county or multi-county area.

Grant Amount

The amount of the Incentive Grant award is $20,000 for one state fiscal year, September 1 to August 31.

Period of the Grant

Incentive Grants may extend for up to three (3) years subject to annual reapplication by the subgrantee and approval by the Texas State Library.

II. Criteria for Eligibility

Introduction Incentive grants may be awarded when two or more libraries agree to join together.

Criteria The following criteria and conditions must be satisfied:

- The resulting library system must meet the criteria outlined in these guidelines and in the attached *Rules and Regulations of the Library Systems Act*.
- The applying library system must meet the local maintenance of effort, and minimum per capita income requirements for membership in a Major Resource System. Rule 1.74 of the enclosed Rules and Regulations addresses local maintenance of effort and minimum income requirements, and Rule 1.81 details per capita requirements.

  The applying library system may be deficient in one of the criteria cited in Rule 1.81. It must, however, satisfy Rule 1.74, local maintenance of effort and minimum income requirements.
- The county must be a participant in the resulting library system either as the governing authority or as a contracting party. If it is the governing authority, it may not delegate its responsibility for administering the grant to any other entity, such as a library board.
- The county must agree to appropriate and expend county funds, in cash or in-kind, to support the newly established library system for the duration of the grant in accordance with the county funding formula discussed in the following section.

First Year Grant

- During the *first* year of the grant, the county must appropriate and expend $.75 per capita or $2,500, whichever is greater.

Second Year Grant

- During the *second* year of the grant, the county must appropriate and expend $1.00 per capita or $2,500, whichever is greater.

Third Year Grant

- During the *third* year of the grant, the county must appropriate and expend $1.20 per capita or $2,500, whichever is greater.

Criteria for Eligibility, Continued

Population Served

For purposes of determining the required county financial contribution, all persons residing in the county must be counted, regardless of the immediate areas served by the participating libraries. County population will be based on the most recent decennial census or official population estimate of the U.S. Department of Commerce, Bureau of the Census.

County Coordinator

The county coordinator must occupy a separate position with responsibility for planning and programming county-wide services and must dedicate, on a continuing basis, a minimum of twenty hours per week to these responsibilities. The person occupying this position may not have full-time or part-time responsibilities as an employee of one of the participating libraries.

It is recommended that county and other local funds be used to pay the salary of the county coordinator. The county coordinator must have a County Librarian's Certificate.

Verification

An Incentive Grant will not be awarded until the Texas State Library receives written verification, in the form of a proposed operating budget, that the required amount of funds ($.75 per capita) has been appropriated by the county.

Approval of second and third year funding will be subject to verification that appropriated county funds were actually expended for the purposes of the grant at the required expenditure level, i.e., first year at $.75 per capita; second year at $1.00 per capita, and third year at $1.20 per capita.

Examples of Library Systems

The following are examples of Library Systems eligible for an Incentive Grant:

- Four municipal public libraries within a county federate into a library system which is established and administered by the county. An advisory library board may be appointed to advise in the operation of the county system.
- The county establishes and administers a county library system comprised of the county headquarters library and two branch public libraries. This is an example of a consolidated library system since the public libraries are no longer legally autonomous but are branches of the county library.

Examples of Library Systems (cont'd)

- Three municipal public libraries and the county library federate into a library system which is governed by a board with powers set forth in contractual arrangements under the authority of the Interlocal Cooperation Act. Contracts between the cities, the county and the governing authority also specify the services and responsibilities of the library system.

- An existing county library system contracts with a neighboring county to form a multi-county federated library system. This federated library system may be administered and established by a governing board under the Interlocal Cooperation Act and is eligible to apply for an Incentive Grant.

III. Applicants Not Qualified For Incentive Grants

Introduction

Incentive Grants will not be awarded to applicants under the following conditions:

- County participation is lacking.

- County funding is lacking or has decreased from the preceding year. County funds have not been appropriated and expended in accordance with the funding formula described in Section II, p. 2.

- A public library becomes a branch of an existing library as a result of the annexation of property.

- A public library contracts with another existing public library for the provision of services (such as centralized cataloging and processing of library materials, etc.), but does not establish a joint governing authority, i.e., the county commissioners court and advisory county library board or a joint governing board established under the Interlocal Cooperation Act.

- A consolidated or federated library system already exists in the county. This prohibition does not apply to library systems which received a FY 1984 Incentive Grant.

- There is only one operating library that exists in the county.

IV. Grant Selection Criteria

Introduction

Incentive Grants are awarded on a competitive basis. A number of factors will be considered including, but not necessarily limited to the criteria listed below.

Selection Criteria

- Meeting the grant requirements for county financial support and system membership.
- Qualifications of personnel responsible for managing the grant.
- Prospects for continued county financial support.
- Quality of the narrative proposal and project planning.
- Evidence of cooperation among participating libraries of the proposed system.

Priority

Priority will be given in the awarding of Incentive Grants to library systems that will serve populations of 100,000 or less.

Comment

The Texas State Library reserves the right based on an assessment of the above criteria to refuse to award funds to eligible libraries submitting grant applications even if the available funds for this program ultimately go unawarded.

V. Consulting Assistance

Introduction

Consulting assistance is available during the grant application period from the system coordinator in your region and from the Incentive Grant Project Manager at (512)463-5532 at the Texas State Library. On-site visits are possible, and you are strongly encouraged to consult with the Project Manager during the time you are preparing your grant application to identify and resolve problems early in the process and increase the chances of having your grant approved. A request for Consultation form is included as Appendix B of these Guidelines.

Request for Consultation

Request for Consultation must be signed by the County Judge. This request confirms the intent to apply and the intent of the county to provide sufficient county funds to satisfy grant requirements. It must include the names of the participating libraries in the proposed system.

Due Date

Request for Consultation is due at the Texas State Library on or before April 1. Other required documents are to be submitted with the formal grant application by June 1.

VI. Application Procedures

Introduction

Applications will be mailed to requesting libraries by January 31. All applicants intending to apply for an Incentive Grant should return the Request for Consultation on or before April 1. Completed applications are due on or before June 1; and notification of grant awards will be made by August 1.

Inadequate Application Procedures

If an Application for Assistance is judged inadequate, the application will not be approved and will be returned with deficiencies noted.

Applicants who are not approved will have an additional 30 days to remedy deficiencies identified by the State Library, provided that grant funds are still available.

Reapplication

Applicants who fail to receive a grant may reapply in the following year. Reapplication for initial funding will be subject to the requirements and judged by the criteria pertaining to the first year of a possible three-year grant.

Local Tax Support Criteria

If the reapplication was made in the year following the initial application, local tax support received during the period of the original grant application would not disqualify the applicant from reconsideration as indicated in Section III, "Applicants Not Qualified for Incentive Grants," p. 4.

Project Schedule

State Library contracts validating the grant agreements will be mailed by August 15. Applicants who were not initially approved by August 1, but are subsequently accepted, will receive their contracts somewhat later. Projects will run concurrently with the state fiscal year, September 1 through August 31.

Detailed Timetable

For more information regarding the project's timetable, Section XI of these Guidelines contains a detailed schedule.

VII. Grant Application Documents

Introduction

A newly established library system must submit the documentation described in the following section by June 1.

Documentation

- Legal establishment document creating the library system which has been approved by the governing authority.

Grant Application Documents, Continued

Documentation (cont'd)

- Contracts verifying the membership of the participating libraries in the library system.
- Application for Assistance (enclosed with these guidelines).
    1. Standard 424 Form face sheet
    2. Project Approval Information
    3. General Budget Data
    4. Standard Assurances
- Annual Report Form (enclosed).
- HEW-441 Form (enclosed).
- Application for County Librarian's Certification (enclosed).

VIII. Second or Third Year Funding

Introduction

Library systems successfully meeting the requirements of the Incentive Grant may apply for a second or third year grant.

Amount

The grant award is $20,000 for the period covering September 1 through August 31.

Reapplication Process: Second or Third Year Grants

The reapplication process includes the following:

- Request for Consultation is due at the State Library by April 1.
- Completion of the Application for Assistance Standard Form 424, signifies the formal reapplication of the member libraries participating in the grant project and is due by June 1.
- An itemized budget must be submitted which identifies anticipated expenditures of LSCA, county, and other local funds during the second year of the grant. The projected expenditure of county funds must reflect the increased funding level of $1.00 per capita for second year funding and $1.20 per capita for third year funding.
- An updated job description of project personnel. The county coordinator must continue to have a current County Librarian's Certificate and devote at least 20 hours per week to the management of the grant. If either of these conditions is not met, the grant will not be approved for second year funding. If a new person assumes the responsibilities of county coordinator after initial approval of the grant award, he or she must either have, or apply for, and satisfy the requirements necessary for a County Librarian's Certificate.

Criteria To qualify for second or third year funding, the library must continue to satisfy:

A. system membership criteria
B. county funding formula
C. verification of expenditures
D. county coordinator's position

A. System Membership Criteria

Introduction Grant and system membership requirements will be based on expenditures of the local fiscal year.

Qualifications As noted in Section II, page 2 of these guidelines, the library may be deficient in two of the Rule 1.81 criteria, but must satisfy, without exception, the following requirements:

- Free library service.
- Minimum local operating expenditures and maintenance of effort.
- Minimum support from local tax sources.
- County Librarian's Certification.
- Public telephone.

Additional Information For complete information on these requirements, refer to Rules 1.71-1.83 of the enclosed Texas Library System's Act and Rules for Administering the Library Systems Act. An outline of key system membership criteria is included in Appendix H of the grant packet.

B. County Funding Formula for Second or Third Year Grants

Introduction To qualify for second or third year Incentive Grants, counties must continue to appropriate and expend county funds in cash or in-kind contributions in support of the project.

Second Year The county must appropriate and expend during the second year of the Incentive Grant $1.00 per capita, or $2,500 whichever is greater.

Third Year During the third year, the county must appropriate $1.20 per capita, or $2,500 whichever is greater.

C. Verification of County Expenditures

Introduction Approval of second or third year funding will be subject to verification that appropriated county funds were actually expended for the purposes of the grant at the required expenditure level.

- $.75 per capita during the first year or $2,500, whichever is greater
- $1.00 per capita during the second year or $2,500, whichever is greater

Annual Report The Annual Report, which is due on March 1, will be used to verify the level of expenditures of county funds for the preceding year.

Audit Accuracy of the Annual Report will be subject to subsequent independent audit verification of local library expenditures. Grant recipients should keep careful accounting records of all local expenditures.

If local expenditure levels for the preceding year fall below the required level, the current year grant will be terminated. All funds received under this grant must be refunded to the State Library.

An audit report of grant and local library funds is due to the Texas State Library no later than 180 days following the close of the county fiscal year. (See Section X. Project Administration and Management: Audits)

In-Kind Contributions In-kind local contributions, if claimed, will also be subject to an independent audit verification.

IX. Examples of First and Second Year Incentive Grants

Introduction The two examples below illustrate the interrelationship between the criteria for system membership and the Incentive Grant.

Examples of First and Second Year Incentive Grants, Continued

Example One

County X Library System has a population of 44,500 and is awarded an Incentive Grant to develop a federated system comprised of four municipal libraries. A county coordinator is hired.

Annual Report

The Annual Report indicates the following results for the first year:

• Total expenditures of county funds ($.89 per capita)	$39,605
• Local expenditures	31,595
• Total Local Expenditures: (Includes city and in-kind contributions and county funds. $1.60 per capita)	$71,200
• Purchase of library materials (23% of total local expenditures)	$16,376
• Total number of library items in the system (.955 per capita)	42,511

Is the Federated System Qualified for System Membership and Second Year Funding?

No. Although the county funding formula and county coordinator requirements are satisfied, the federated system is deficient in two system membership criteria:

- Local expenditures for the population grouping (25,001-50,000)

  For this population grouping (25,001-50,000), local expenditures must equal at least $1.80 per capita or $80,100. County X Library System is deficient in this criterion. (Rule 1.81-4A)

- Local expenditures for the purchase of library materials

  County X Library System must spend 25% of local funds ($17,800 for library materials or have a total of 44,500 library material items in the collection. (Rule 1.81 - 4B)

Library Materials

If County X Library System expended 25% of its local expenditures on library materials or had 44,500 items (one library material per capita), the System would satisfy system membership criteria even though local expenditures were only $1.60 per capita.

Conclusion	County X System may be deficient in one per capita criterion and still maintain its eligibility for second year funding. If County X Library System had combined local expenditures of $80,100 ($1.80 per capita) it would maintain its eligibility for second year funding even if total library material items were less than one (1) per capita and local expenditures for the purchase of library materials were less than 25% of total local expenditures. Should County X Library System correct one or both deficiencies, it would be eligible for second year funding.

Example Two

Assume the same population and background data for County X Library System. The county system satisfies staffing and hours of service requirements for its population grouping. The Annual Report information is as follows:

• Total expenditures of county funds ($.93 per capita)	$41,500
• Local expenditures	43,132
• Total Local Expenditures: (Includes city and in-kind contributions and county funds. $1.90 per capita)	$84,632
• Purchase of library materials (27% of total local expenditures)	$22,850
• Total number of library items in the system (.99 per capita)	44,244

Is the Federated County Library System Qualified for System Membership and Third Year Funding?

County X Library System satisfies all system membership criteria, but is deficient in county funding for the second year ($1.00 per capita required).

County X Library System retains system membership, but loses eligibility for third year funding from the Incentive Grant.

Examples of First and Second Year Incentive Grants, Continued

Planning Library Budgets

Libraries are frequently unable to spend their entire budget because of discounts, book order cancellations, etc. Therefore, a cash ending balance should be estimated and included in the budget submitted to the county or city to prevent the library from inadvertantly falling below the required level of support.

For example, if required county expenditures for the first year of the grant were $33,375, the library system might want to budget at least 5% over this minimum, i.e., $35,044. This would provide a cushion for unanticipated underexpenditures of grant funds that would disqualify the system from receiving a grant award during the second year. In this example, up to $1,669 of the budget can go unexpended without failing to satisfy the county funding formula requirement of $33,375 ($35,044 - $1,699 = $33,375) in county funds expenditures during the first year.

X. Project Administration and Management

Introduction

In accepting the Incentive Grant, the subgrantees will be responsible for managing and administering the grant project in accordance with the Uniform Grant and Contract Management Standards.

Guide to Uniform Grant and Contract Management Standards: A Procedures Manual

The Library Development Division of the Texas State Library has prepared a *Guide to Uniform Grant and Contract Management Standards: A Procedures Manual* for the purpose of orienting subgrantees to the reporting, financial, contractual, and auditing requirements of the Texas State Library grants.

All recipients of Texas State Library grants will receive a copy of the *Procedures Manual*.

Summary

The following information summarizes the grantees responsibilities in administering Incentive Grants.

Basic Cost Principles

Office of Management and Budget Circular A-87 "Costs Principals for State and Local Governments" sets forth the guidelines and policies governing costs applicable to grants with state and local governmental units.

Allowable Costs

Any cost which meets the allowability criteria listed in the Procedures Manual on page 2 is an allowable cost.

Unallowable Costs

An unallowble cost is any cost which cannot be charged to the grant. These costs include:

- BAD DEBTS
- CONTINGENCIES
- CONTRIBUTIONS AND DONATIONS
- ENTERTAINMENT
- FINES AND PENALTIES
- GOVERNOR'S EXPENSES
- INTEREST AND OTHER FINANCIAL COSTS
- LEGISLATIVE COSTS
- UNRECOVERY OF COSTS UNDER GRANT AGREEMENTS - any excess costs for one grant agreement is not chargeable to another grant agreement

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Prior Approval Costs

Prior approval cost is a cost for which the grantee must obtain the prior written permission of the Texas State Library. These include:

- AUTOMATIC DATA PROCESSING
- BUILDING SPACE AND RELATED FACILITIES
  a) rental costs
  b) maintenance
  c) rearrangements and alterations
  d) depreciation and use allowance on publicly owned buildings
  e) occupancy of space under rental-purchase or a lease with option to purchase
- CAPITAL EXPENDITURES
- INSURANCE AND INDEMNIFICATION
- MANAGEMENT STUDIES
- PREAGREEMENT COSTS
- PROFESSIONAL SERVICES
- PROPOSAL COSTS

Obtaining Prior Approval

Itemize all costs that require prior approval in the Application for Assistance, Section F - Other Budget Information - Item 23 under Remarks. Prior approval of these costs will be included in grant contracts. During the grant year, subgrantees may request prior written permission from the State Library for prior approval costs not listed in the contract. Amendments to the grant agreement will then be made.

Matching Standards	Matching support may be in the form of cash or in-kind services. Those claiming matching funds should document their calculations of in-kind contributions. Volunteer services may be counted as cost sharing or matching if the service is an integral and necessary part of an approved program. Time and attendance records must be kept if the services are to be considered part of the cost sharing or matching support.
Time and Attendance Records	The subgrantee must retain time and attendance records for reimbursement of personnel services. Reimbursement of prorated personnel services may be charged to the grant account if the percentage of time expended on the grant program is clearly specified on the time and attendance records. Where sub-grantees do not have an established method to document time and attendance records, Form 391-1 should be used. (Appendix J)
Record Retention	The subgrantee must maintain financial records and other evidence pertaining to all costs incurred and revenues or other applicable credits in accordance with generally accepted accounting principles. Records must be retained for a period of five years and shall be made available to the Secretary of Education and the Comptroller General of the United States and the State of Texas or their duly authorized representatives for the purpose of audit and examination of any books, documents, papers and records of the subgrantee at all reasonable times during the five year retention period.
Interest	Interest earned on LSCA grant funds at the subgrantee level shall be refunded to the Texas State Library.
Indirect Costs	If a subgrantee has an indirect cost plan or cost allocation plan on file, the subgrantee may be reimbursed for indirect costs based on the approved rate. However, if there is no plan currently in effect, the subgrantee may use a lump sum for overhead based on the Indirect Cost Computation Table. (Appendix I)
Program Income	Program income is defined as gross income earned by the grantee from grant supported activities. Program income must be added to grant funds and reported in the quarterly Financial Report, Form 269. All program income must be expended or obligated by the end of the grant period, August 31.

Replacement of Local Funds

The library must not use monies received under this grant to replace local funds during the period of the grant. If the library replaces local funds, the grant will be suspended.

Cash Depositories

Grant funds must be deposited in a bank with FDIC insurance coverage and any balances exceeding FDIC coverage must be collaterally secure. Consistent with the national goal of expanding opportunities for minority business enterprises, subgrantees are encouraged to use minority banks.

Financial Reporting

Subgrantees are required to periodically provide the following financial reports to the Texas State Library.

- The Financial Status Report (Form 269)
- The Supplemental Financial Status Report (Form 269a)
- Request for Advance or Reimbursement (Form 270)

Request for Advance or Reimbursement

The Request for Advance or Reimbursement (Form 270) is to be used by the subgrantee to request grant payment to cover project expenses for an appropriate period of time. Subgrantees are encouraged to request payments at least monthly.

Financial Status Reports

Financial Status Reports (Forms 269 and 269a) must be submitted to the Texas State Library according to the following schedule:

Reporting Period	Reports Due
September 1 - November 30	December 31
December 1 - February 29	March 25
March 1 - May 31	June 27
June 1 - August 31	September 26
September 1 - November 30	December 30

Budget Revision Procedures

Subgrantee must submit, in writing, a request for a budget revision when:

- The project's scope or objectives are changed.
- Cumulative transfer(s) of funds among direct cost categories exceed five percent (5%) of the total budget.
- An expenditure of grant funds involves a cost requiring prior approval.

Such changes, if approved, entail modification of the original contract through a letter of concurrence signed by the subgrantee official and the appropriate Texas State Library official. Scope changes do not require a letter of concurrence.

Performance Reports: Requirements

Subgrantees must also submit two program evaluation reports on forms provided by the State Library. (See Appendix L) Performance measures should be based on the measurable objectives stated in the grant application.

These reports must include:

- Progress made toward attaining objectives as outlined in the approved grant application.
- Revised and up-dated goals and objectives.
- Major activities and an assessment of the program's success.
- Organizational and operational programs encountered.
- Identification of services to the disadvantaged, i.e., unemployed, illiterate, teenagers, elderly or other groups that may be culturally, socially, economically or educationally disadvantaged.
- Other standard statistical reports required by the Texas State Library.

Performance Reports: Due Dates

Performance Reports are due at the State Library according to the following schedule:

Reporting Period	Report Due
September 1 - February 29	March 25
March 1 - August 31	September 26

Grant Close-Out Procedures

All funds must be expended and/or obligated by August 31, the project's ending date. All obligations are to be liquidated by November 30. The final audit is due at the Texas State Library 180 days following the close of the county fiscal year. The final evaluation report is due at the Texas State Library on September 25. OMB Circular A-102, Attachment L, and the Guide to Uniform Grant and Contract Management Standards (pp. 52-53) give additional guidelines.

Property Management

Property can only be acquired if provided for in the grant agreement or in a budget revision. The following guidelines summarize the major rules governing property management.

Property Management

- Each project must maintain and submit an inventory of all nonexpendable personal property having a unit acquisition cost of three hundred dollars ($300) or more and having a useful life of more than one year. Reports should be filed within 30 days of property receipt.
- All personal property, which includes equipment and library materials acquired with funds from this grant and having a unit acquisition cost of one thousand dollars ($1,000) or more, shall become the property of the Texas State Library should the library cease to be a system member library.
- All proposed equipment purchases must have prior approval by the Texas State Library. Proposed equipment purchases must be listed in the application.
- Use and disposition of all property acquired under the grant will be in accordance with OMB Circular A-102, Attachment N, and Texas statutes regarding property accounting. This topic is discussed on page 57 of the Guide to Uniform Grant and Contract Management Standards.

Procurement

The grantee's existing procedures for procurement of supplies, equipment and services will be acceptable, providing that they conform to OMB Circular A-102, Attachment O. This topic is addressed in more detail in the Guide to Uniform Grant and Contract Management Standards, pp. 60-62.

Audits

Counties receiving Incentive Grants must submit an audit report which shows:

- grant funds received and expended
- local library funds received and expended

The audit verifies that grant funds were expended and/or obligated as of August 31, in accordance with the terms of the contract, and that all obligations were liquidated by November 30.

The audit also shows local library funds expended and verifies that local expenditures satisfy the grant requirements.

The audit report must separate grant funds from local library balances and expenditures.

Single Audits

All counties receiving Texas State Library grants must submit a single audit.

A single audit includes all funds received "directly from federal agencies as well as those federal and state funds received through state agencies."

The audit shall be conducted in accordance with Title I, Section 5.167 of the Texas Administrative Code (TAC), Attachment P, OMB Circular A-102.

Due Date

The audit report is due at the State Library 180 days following the close of the county's fiscal year.

Expenses

The cost of auditing grant and local library funds is allowable if provided for in the contract.

Accountant

All audits must be conducted by an independent certified accountant or a public accountant licensed by the Texas State Board of Public Accountancy.

Audit Exceptions

Any audit exceptions will result in grant refunds to the Texas State Library.

If local library expenditures for the preceding year fall below the required level, the current grant will be terminated, and the county will be required to return all grant funds received under the current grant to the Texas State Library.

Audit Appeals

If a subgrantee wishes to appeal an audit exception, the procedure outlined in Rule 1.122 of the *Rules for Administering the Library Systems Act* should be followed.

Disclaimer and Acknowledgements

Any publication or presentation resulting from or primarily related to the work conducted under this contract shall contain the following disclaimer:

- The activity which is the subject of this report was supported in whole or in part by the U.S. Department of Education. However, the opinions expressed herein do not necessarily reflect the position or policy of the U.S. Department of Education and no official endorsement by the U.S. Department of Education should be inferred.

Disclaimer and Acknowledgements (cont'd.)

Promotional materials, bibliographies, and other such short pieces should give the following acknowledgement:

- Published with funds granted under the Library Services and Construction Act, Title I (P.L. 84-597, as amended).

Copyrights Material

If this project produces copyrightable material, the subgrantee is free to copyright the work but the Texas State Library reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish or otherwise use and to authorize others to use the work for government purposes.

XI. Timetable For a 3 Year Grant.

Application Guidelines Mailed to Requesting Libraries	December 31, 1986
Request for Consultation Due at Texas State Library	April 1, 1987
Grant Application Due at Texas State Library	June 1, 1987
Approval of Grant Awards by Texas State Library and Archives Commission. Notification of Grant Awards Made to All Applicants	August 1, 1987
Contracts Mailed to Grant Recipients	August 15, 1987
Project Start-Up Date	September 1, 1987
Application Guidelines Mailed to Requesting Libraries	January 1, 1988
Request for Consultation Due at the Texas State Library	April 1, 1988
Reapplication for Second Year Grant Award Due at Texas State Library	June 1, 1988
Approval of Second Year Grant Award by Texas State Library and Archives Commission	August 1, 1988
Contracts for Second Year Grant Award Mailed to Eligible Recipients	August 15, 1988
All Grant Funds from First Year of Grant Award Expended and/or Encumbered	August 31, 1988
Second Year Project Start-Up Date	September 1, 1988
All Encumbrances to be Liquidated First Year Contract	November 30, 1988
Application Guidelines Mailed to Requesting Libraries	January 1, 1989
Request for Consultation Due at the Texas State Library	April 1, 1989
Reapplication for Third Year of Grant Award Due at Texas State Library	June 1, 1989
Approval of Third Year of Grant Award by Texas State Library and Archives Commission	August 1, 1989
Contracts for Third Year Grant Award Mailed to Eligible Recipients	August 15, 1989

• All Grant Funds from Second Year Grant Award Expended and/or Encumbered	August 31, 1989
• Third Year Project Start-Up Date	September 1, 1989
• All Encumbrances to be Liquidated Second Year of Contract	November 30, 1989
• Application Guidelines Mailed to Requesting Libraries	January 1, 1990
• Request for Consultation Due at the Texas State Library	April 1, 1990
• All Grant Funds from Third Year Grant Award Expended and/or Encumbered	August 31, 1990
• All Encumbrances to be Liquidated Third Year Contract	November 30, 1990
• Independent Audits of Grant and Local Library Funds Due to the Texas State Library 180 Days Following the Close of the County Fiscal Year.	

System Plans of
Service Guidelines

SFY 1988

Library Development Division
Texas State Library
December, 1987

GUIDELINES FOR SFY 1988 SYSTEM PLANS OF SERVICE

September 1, 1986

DEADLINE

The Texas State Library has prepared the following guidelines for major resource system funding in state fiscal year 1988. Rule 1.44 of the Library Systems Act requires that system plans of service be submitted 150 days prior to the beginning of the state fiscal year with certification of approval to be granted 60 days prior to the beginning of the state fiscal year. In accordance with Rule 1.44 we are requesting that plans of service for 1988 be submitted by April 1, 1987.

GRANT ALLOCATIONS

Appendix A of these guidelines contains the funding allocation for each of the ten systems based upon the approved agency Biennial Budget Proposal for SFY 1988-89.

CONFORMITY TO THE BIENNIAL BUDGET

The agency Biennial Budget Proposal for 1988-89 contained funding requests based on submissions from the ten systems in the spring of 1986. The guidelines issued to systems for their biennial plans on September 27, 1985 indicated that those plans would "become a binding document which each system must follow through August 31, 1989." The criterion which the State Library will use in judging conformity of the SFY 1988 plan to the system biennial budget will be based on the statistical targets set for each system in the biennial budget. In order to conform to the biennial plan, standardized statistics in the SFY 1988 plan should not show a deviation of greater or lesser than 10% from the targets indicated in the biennial plan.

Appendix B, Performance Targets for Regional Systems, provides performance targets based on the biennial plans submitted at Level 2 by each system. Systems may notice variances in the performance targets provided in Appendix B and the standardized statistical targets originally submitted for Level 2, 1988. These variances may be due to either of two factors:

1. Adjustments to funding levels which occurred after system biennial plans were submitted.
2. Program changes which resulted from State Library review of system biennial plans.

APPLICATION FOR ASSISTANCE

These guidelines are prepared in accordance with Attachment M, Office of Management and Budget Circular A-102 and the Uniform Grant and Contract Management Standards promulgated in August, 1982 by the Governor's Office of Budget and Planning. To be in compliance with Attachment M, the following standard forms (Appendix H) must be submitted as components of the Plan of Service:

1. Application for Assistance, Part I, Standard Form 424, which in effect is the authorization for application from the city administering the system program. Note the following variances from the instructions printed on the Standard Form 424:

   a. Block 5. Substitute for the "Federal Employer Identification Number" the "State Vendor Identification Number" which is assigned by the Texas Comptroller's Office. State Vendor ID numbers are printed for each MRC in Appendix C.

   b. Block 10. List the name of the library system.

   c. Block 11. Use the population figure for your system listed in Appendix A.

   d. Block 13. Assume the proposed funding to be "State" unless otherwise notified.

   e. Block 23. This block should bear the original signature of the city manager, mayor, or other official of the city government who is enpowered to enter into agreements binding upon the municipality serving as the Major Resource Center.

   f. Section III. Omit Section III in its entirety.

2. Application for Assistance, Part II. Project Approval Information. You may disregard this form entirely as it is not applicable to your application.

3. Application for Assistance, Part III. Budget Information. This five-section form must be completed in its entirety except for the blocks which are designated as "Not Applicable." Most systems will need to use an extra page in order to furnish all the necessary budget information by "grant program, function, or activity, e.g., Film Services, Automation." Note that system projects or activities are standardized and are identified on pages 4 and 5 of these guidelines. When the term "non-federal" is used, you should substitute the word "state." Specific instructions for completing these forms are printed on page 8 of the Application for Assistance. Please note that Section D of Part III, Forecasted Cash Needs, must provide an accurate estimate of the amount of grant funds which will be needed to cover disbursements in each quarter. An example of a completed Part III of the Application for Assistance is provided in Appendix I.

Under Section F, Other Budget Information, the State Library is requiring the following clarification of direct and indirect expense categories.

a. Personnel and Fringe Benefits. Identify for each person, whose salary is paid in whole or part from grant funds, the following: classification level and official job title, the base salary, the percentage of salary paid from grant funds, the amount paid in fringe benefits by specific category (e.g., life insurance, health insurance, social security, retirement, etc.). In lieu of writing this information in narrative form on Part III or on an attached sheet, you may use the Personnel Form labeled as Appendix G. Salary and fringe benefit information should include any known and anticipated salary, merit, or longevity increases for fiscal year 1988 (September 1, 1987 to August 31, 1988).

b. Personnel. Furnish the State Library with a copy of the organization chart showing the relationship of all system personnel to the Major Resource Center and to other system staff. Include for each position a current job description which comprises job duties and educational requirements or experience equivalents.

c. Travel. Please note that the following meetings will be held during the fiscal year, for which attendance is entirely optional. These meetings will be held in Austin unless otherwise noted. There will be three one-day system coordinators' meetings in Austin. Additionally one-day meetings of A-V librarians and collection development consultants may also be included in the budget. This information is provided to assist you in budgeting travel costs. You are not required to itemize travel costs. Please note that State Library travel policies allow for travel to be budgeted for grant project personnel only. Also, grant funded travel is allowable only when travel is directly related to grant activities.

d. Equipment. Itemize all anticipated equipment purchases by grant project. Give for each equipment item the budgeted price. When it is not clear whether a budgeted item will be considered equipment or not, systems are to adhere to whatever criteria are in use at the MRC. Please total the amounts by project, in addition to providing a total for all projects. The total of the equipment itemization should equal that of row d., "Equipment," in Section B of Part III. Equipment items costing over $300 will be subject to the prior approval procedures contained in Appendix C of the Procedures Manual: A Guide to Uniform Grant and Contract Management Standards. If approved, this equipment will be itemized in the original systems operation grant contract between the State Library and the Major Resource Center. Data processing equipment may require that additional documentation be submitted in order to receive prior approval (see page 11, Guidelines for System Automation Projects). Systems are encouraged to submit this documentation with their Plan of Service.

e. Supplies. Itemize for each grant project the amount budgeted for the following items: 16mm films; printed library materials; other audio-visual materials (excluding films); and supplies. Please total the amounts by project, in addition to providing a grand total for all projects. The total of the supply itemization should equal that of row e., "Supplies," in Section B of Part III.

f. Supplies. For the Collection Development project, provide a copy of the formula by which printed library materials will be allocated to member libraries. Also include the amount of funds budgeted per library for collection development.

g. Contractual Services. All professional service contracts must have the prior approval of the Texas State Library before expenditure of grant funds may be made. Include under Section F an itemization of all anticipated contractual service expenses by project. These will include professional services as well as other contractual services. The professional services listed, if approved, will be itemized in the grant agreement between the Texas State Library and the Major Resource Center. Automated data processing services require additional documentation before prior approval can be granted. A contract amendment will be necessary for approving professional services not included in the grant agreement. It is not necessary to identify the individual or firm providing the service. Identifying the workshop topic, for example, is sufficient for securing prior approval by this agency. Please total the amounts by project, in addition to providing a grand total for all projects. The total of the contractual services itemizations should equal that of row f., "Contractual," in Section B of Part III.

h. Indirect Charges. Indirect charges may be charged to the grant at the rate currently stipulated in the city's indirect cost plan. If the city does not have an indirect cost plan, then indirect charges must be based on the Indirect Cost Computation Table. Please indicate in Section F, Other Budget Information, the basis or rate used to compute the indirect charges shown in Section B of Part III. Indirect charges must be allocated to each grant project. It is not permissible to place all indirect charges in one grant project.

4. Application for Assistance, Part IV. Program Narrative. A program narrative is to be provided for each system project in accordance with the instructions to Part IV. of the Application for Assistance. Standardized project categories are to be used in subdividing the system plan into projects. The project categories used in Part IV. are also to be used in Part III. Please note that in some instances systems may wish to further subdivide the standardized project categories. This may be acceptable in the case of, for example, "Rotating, Deposit, and Extension Services." However, it will not be acceptable for systems to combine any of the following standardized project categories:

a. Administration.
This project may include the coordinator, assistant coordinator and any other professional and clerical staff engaged in general planning, budgeting, grant administration, personnel management, and evaluation. Additional system overhead expenses (e.g., telephone, audit, general office supplies, etc.) which cannot be specifically assigned to other projects should also be considered a part of Administration. All costs relating to the production and distribution of the system newsletter should be budgeted under Administration.

b. Consulting.
This project should include all costs directly associated with system consulting activities -- telephone, mail, and on-site. System staff engaged in specialized consulting activities should have an appropriate portion of their salaries and fringe benefits budgeted under Consulting. These activities would not include providing advice or information specifically related to system projects (e.g., providing a list of films on a specific subject). Consulting activities would include such things as collection evaluation, library facility evaluation, local automation planning assistance, assistance with grant applications and local budget requests, assistance with local cable progamming, etc. Consulting services to unserved counties should be included in the consulting project. Systems which employ non-system personnel to provide consulting services should include that cost in the consulting project. Also included in this project would be professional library science materials used by system staff or loaned out to member libraries. Library science materials purchased for member libraries should be included in the Collection Development project.

c. Continuing Education.
This project should include all costs directly associated with system continuing education activities. These costs would include salaries and fringe benefits of system staff, workshop presenter costs, staff travel costs, supplies and printing, etc.

d. Film Services.
This project should include all costs directly associated with provision of system film services including salaries and fringe benefits, films, equipment, supplies, postage, etc.

e. Collection Development.
This project should include all costs directly associated with providing collection development for system libraries, including salaries and fringe benefits, library materials, equipment, cataloging/processing costs, other supplies, etc. Do not include the cost of library materials purchased to support other system projects (e.g., Rotating, Deposit, and Extension Services). Do not include costs associated with consulting activities related to collection development (e.g., collection evaluation). Include these costs in the Consulting project.

f. Unserved Counties.
If a system opts to provide direct library services (e.g., books-by-mail) to unserved counties within their system, costs associated with such services should be included in an Unserved Counties project. A consultation project to develop library services in unserved counties, in the absence of direct service provision, should be fully described and budgeted in the Consultation project. Books-by-Mail projects which do not serve unserved counties should be budgeted under Books-by-Mail.

g. Books-by-Mail.
This project should include all costs directly associated with provision of books-by-mail services to the homebound, rurally isolated, etc., including

salaries and fringe benefits, books, supplies, and contractual services. Books-by-Mail projects to unserved counties should be budgeted in the Unserved Counties project. Books-by-mail services to both unserved counties and served counties will need to be divided into two cost centers (Unserved Counties, Books-by-Mail).

h. Publicity.
This project should include all costs associated with system efforts to publicize system activities and local library activities, including salaries and fringe benefits, printed materials, professional services, supplies, equipment, etc.

i. Automation.
This project encompasses a broad range of activities including purchase and operation of shared automated systems, planning studies, microcomputer literacy projects, and retrospective conversion projects. Purchase of automation equipment to support other system projects (e.g., office micro for system Administration project, film booking system for Film project) should be budgeted under those projects. For additional information see page 11, Guidelines for System Automation Projects.

j. Limited English-Speaking Services.
This project should include all costs associated with projects designed to improve library services to the limited English-speaking. Included would be Spanish language book circuits, special projects to purchase library materials for the limited English-speaking, support for English-as-a-Second-Language (ESL) instruction in system libraries, publicity campaigns targeted at the limited English-speaking to encourage them to utilize local library services, etc. Workshops or consulting services in this area should not be included, but should be included in the Continuing Education or Consulting projects.

k. Services to the Elderly.
This project should include all costs associated with projects designed to improve library services to the elderly. Included would be large print book circuits, support for special outreach projects to nursing homes, publicity campaigns targeted at the elderly to encourage them to utilize local library services, etc. Workshops or consulting services in this area should not be included, but should be included in the Continuing Education or Consulting projects.

l. Rotating, Deposit and Extension Services.
This project would encompass print and non-print extension loan collections, filmstrip circuits, and reciprocal borrowing projects. Do not include Spanish language circuits, large print book circuits, or books-by-mail to homebound or rurally isolated. Costs directly associated with these activities may include salaries and fringe benefits, library materials, postage, supplies, etc.

m. Videocassette Services.
This project should include all costs directly associated with the provision of videocassettes to system libraries including salaries and fringe benefits, videocassettes, equipment, postage, supplies, etc. Videocassettes loaned on an advance-booking basis, on the same terms as 16mm films, may be included in the Film Services project.

n. Literacy.
This project would encompass all costs directly associated with system support of literacy training efforts in system libraries including salaries and fringe benefits, library materials, printing and supplies, equipment, etc. Support for ESL training should be included in the Limited English-Speaking Services project. For additional information on system literacy projects, see Guidelines for System Literacy Projects below.

Any system projects not falling into one of the standardized project categories should be treated as a separate project (e.g., Reference Back-up, Video Production Grants, etc.).

All of the information requested in the instructions to Part IV, Program Narrative, is required for each project, with the exception of Section 5 of Part IV which is not applicable to the system grant program. The State Library has made the following interpretation of the instructions to Part IV as they relate to system projects:

Section 1. Objectives and Need for This Assistance. State the objective of the given project clearly and succinctly, in one or two sentences at most. Then relate that objective to a demonstrable need. Cite data when possible to document the need (census data, collection evaluation data, data from TSL's Analysis of public library annual reports).

Section 2. Results or Benefits Expected. How will library services to citizens in your region be improved as a result of this service?

Section 3. Approach.

a. Plan of Action: Under this section you should state clearly what you will do to carry out your objective. This description may be brief, but it must not omit important details concerning project implementation. Any important cost data which isn't already provided in other parts of your Plan of Service should be provided here. A description of the timeline for implementing the project should be given. If the project has been carried over from prior years, how will its implementation differ in the coming year? Has the funding increased or decreased? Have the guidelines, policies, or procedures you will use in implementing the project changed from prior years? If so, copies of revised guidelines should be attached to the narrative. If changes are proposed, including the proposed changes in your Program Narrative will eliminate the necessity of having to pursue a scope change procedure later on when the proposals are adopted.

b. Project Accomplishments: In lieu of providing the statistical data requested under 3.b. Approach, system staff may complete the annual targets on the Standardized Reporting Form and the Local/System Objectives Form, which are enclosed as Appendix D and E respectively. Note that every program must have specific objectives. If the objectives are fully covered by the Standardized Reporting Form, then there is no need for additional objectives on the Local/System Objectives Report. If the program is not covered by the Standardized Reporting Form, then there must be a completed Local/System Objectives Report Form. In the project narrative you may simply reference the Standardized Reporting Form and Local/Systems Objectives Report Form. See page 1 of these guidelines "Conformity to Biennial Plans" for more information about system objectives.

c. Evaluation Criteria: Briefly indicate how you will know when your objective for this project is met. Include any data collection instruments you may use to collect data on project performance.

d. Project Personnel: Indicate the titles of system staff members assigned to the project and the percentage of their time that will be devoted to the project (e.g., ".25 person/years"). Any other personnel utilized in the project (MRC staff, temporary staff, consultants) must be identified. If these persons are to be directly compensated from system funds, a description of the time they will devote to the project, and their rate of compensation must be included.

Section 4. Geographic Location. The geographic location of the project may be all of the member libraries, members and non-members, or some subset of the libraries in the region. In the latter case, you should provide a list of participating libraries, if this has been determined. Include under this section an estimate of the population that will be impacted by the project. This may be the entire population served by system member libraries, the population served by members and non-members, or the estimated population comprising some special group within the system which are potentially impacted by the project.

Systems should be aware that the narrative portion of their plans of services will be forwarded to the Department of Education. System projects which, in whole or in part, address LSCA priorities should make clear the services being provided to disadvantaged populations, limited English-speaking populations, the elderly, unserved populations, etc. Narratives should be brief and concise while not omitting any information which is important to an understanding of the system service being described. Appendix J provides a sample program narrative.

In order to be able to obtain prior approval for data processing equipment or services needed for major system automation projects, systems will need to submit a more detailed program narrative than may be necessary for other projects (see page 11, Guidelines for System Automation Projects).

5. **Application for Assistance, Part V. Standard Assurances**. Each governing authority of a Major Resource Center must also certify compliance with the Standard Assurances, Part V of the application. These assurances are mandated by both state and federal governments. You are not required to return the Standard Assurances. When the city's official signs block 23 of Standard Form 424, the city official is certifying that the city will comply with all five parts of the application, including the Standard Assurances.

GENERAL GUIDELINES

1. In conducting the system grant program the following documents will dictate all administrative policies: the Library Systems Act, Rules for Administering the Library Systems Act, the Uniform Grant and Contract Management Standards, Office of Management and Budget Circulars A-87 and A-102, and OASC-10, which is "Cost Principles and Procedures for Establishing Cost Allocation Plans and Indirect Cost Rates for Grants and Contracts with the Federal Government." Note that under the directive of the Uniform Grant and Contract Management Act of 1981, most references to "federal or federally" in A-87 and A-102 should be expanded to read "Federal, federally, or state" as applicable.

2. Each Major Resource Center must also submit with the Plan of Service the following:

   - A Certification of Review by the System Advisory Council which has been signed by the chairman of the System Advisory Council. A blank copy of this form is enclosed as Appendix F. These forms will need to be filed with the State Library with each budget revision or project scope change made during the fiscal year, in adherence with the Rules for Administering the Library Systems Act.

   - Documentation of the participation of the system advisory council, system member librarians, and lay representatives in the process of planning for these programs must be included. If recent meetings were held, dates and minutes of these meetings, if not already on file with the Texas State Library, should be included. If a survey or questionnaire were used, please attach a copy of the survey instrument and tabulated responses with the Annual Program of Service.

3. Only original signatures on Part I of Standard Form 424 and on the Certification of Review form will be accepted. Photocopied signatures are unacceptable.

4. The various components of the System Plan of Service should be submitted in the following order:

   Certification of Review by System Advisory Council
   Application for Federal Assistance, Part I
   Application for Federal Assistance, Part III
   Other Budget Information (Section F):

System Personnel Form
Organization Chart(s)
System Personnel Job Descriptions
Itemization of Equipment Purchases by Project
Itemization of Supply Purchases by Project
Collection Development Allocation Formula
Collection Development Allocation by Library
Itemization of Contractual Service Purchases by Project
Application for Federal Assistance, Part IV (Program Narrative)
Attachments to Part IV:
Standardized Reporting Form for Regional Systems
Local/Systems Objectives Report
Copies of Revised System Policies and Procedures
Documentation of Participation by System Advisory Council, Member Librarians, and Lay Representatives

Please number the pages of the Plan of Service. Please do not staple or bind together the pages in any way. Please do not submit copies of system policies or procedures that are identical to documentation submitted with the current year Plan of Service (Exception: Collection Development Allocation Formula must be submitted each year).

5. Systems should make every effort to submit Plans of Service by the deadline stipulated in Rule 1.44 of the Library Systems Act. If circumstances occur which are likely to cause the Plan to be delayed more than a week beyond the deadline, systems should make a written request for a deadline extension. Part I of Standard Form 424 may be submitted late, if necessary, to obtain the signature on Line 23b. The need for late submission of Part I should be noted when the rest of the Plan is submitted.

GUIDELINES FOR SYSTEM LITERACY PROJECTS

In addition to the foregoing guidelines, which apply equally to system literacy projects as to other system projects, the following additional guidelines will apply to system literacy projects (including GED preparation, other adult basic education) and to system ESL projects:

1. The State Library defines the target group for literacy or ESL training as:

    - Persons aged 16 or older; AND
    - has not completed high school, OR
    - does not read or comprehend or write English or compute at a level necessary to meet the complex requirements or adult living.

2. It is intended that the system project(s) support training in member libraries by:

    - Assisting the local library to identify appropriate outside agencies who will be willing to offer classes and/or tutoring in the local library;
    - Purchasing consumable learning materials for the local library;

- Developing the support collections of the local library by helping to select and purchase appropriate support materials;
- Assisting with the purchase of equipment, displays and other items necessary to support the training activity;
- Assisting the local library in promoting the project using brochures, radio and television spot announcements, press releases, etc.

3. It is not intended that the system pay the wages of literacy or ESL tutors. This may be acceptable, however, in instances where it is clearly demonstrated that other agencies are unavailable or unwilling to undertake the training effort in the local library. In these instances, it would be preferable to use system funds to sponsor tutor training sessions in which trainers would be compensated for their services by the system. In cases where this is not possible, permission may be requested to use system funds to pay tutors' wages. Such a request must indicate the means by which tutors' services will be verified, and the mechanism by which tutors will be compensated. Accompanying the request must be written documentation of the inability of local agencies to provide tutors for the library project.

4. If the system will be awarding minigrants, or using any type of proposal-based approach, the project narrative must include the guidelines, timetable, and criteria for awarding the grants. The application form that will be used should be provided as an attachment. Copies of all approved proposals must be filed with the State Library, preferably with the Plan of Service.

5. Literacy or ESL workshops for librarians should be budgeted under the Continuing Education project as opposed to the Literacy or Limited English-Speaking Services projects. However, tutor training sessions or similar training sessions may be budgeted as a part of these projects.

GUIDELINES FOR SYSTEM AUTOMATION PROJECTS

Additional guidelines for system automation projects, and similar projects (e.g., purchase of microcomputers with collection development funds) are as follows:

1. The State Library is no longer requiring a separate "Program Description" be provided in order to gain prior approval of data processing equipment or services. Instead, the information formerly requested in the Program Description will need to be included in the program narrative (Part IV), or in other parts of the Plan of Service (e.g., Part III). Failure to provide sufficient information in the Plan of Service for an Automation Project may be grounds for disapproval of the Plan of Service. This information includes:

   - A demonstration of the need for the project.

   - A detailed description of the approach to be used to meet the need, including a detailed plan of action, project timetable, staffing requirements, and participant list.

   - A detailed project budget, including funding from the system grant and from member library participants.

   - Detailed and comprehensive performance measures for the project, including standardized and local objectives.

2. More specific information that must be included in the Plan of Service for an Automation Project involving the use of a shared automated library system is as follows:

   - Which system member libraries will have or be receiving terminals in connection with the project. How many terminals will be at each location and what will their primary function be (e.g., circulation, online catalog, acquisitions, etc.)?

   - What will the staffing requirements of the project be, including system-funded staff positions, and staff positions funded by participating libraries or otherwise?

   - How will the project costs be allocated between system funds and local funds for participating system libraries?

   - How do the performance objectives provided on the Standardized Reporting form break down by participating system library?

   - What contractual and other agreements will govern the system libraries' participation in the project (e.g., Memorandum of Understanding)?

3. For other guidelines pertaining to the prior approval of data processing equipment or services see Appendix B of the Procedures Manual: A Guide to Uniform Grant and Contract Management Standards.

CONTACT PERSON

Specific questions relating to the Guidelines for SFY 1988 System Plans of Service should be referred to:

Grants Coordinator
Library Development Division
(512) 463-5532

ATTACHMENTS

Appendix A: System Grant Allocation for SFY 1988
Appendix B: System Performance Targets for SFY 1988
Appendix C: List of State Vendor Identification Numbers
Appendix D: Standardized Reporting Form and Instructions
Appendix E: Local/System Objectives Report
Appendix F: Certification of Review by the Advisory Council Form
Appendix G: Personnel Form
Appendix H: Application for Assistance: Parts I, II, III, IV, V
Appendix I: Sample, Part III
Appendix J: Sample, Part IV

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3008 APP.C.1-12

BIG COUNTRY LIBRARY SYSTEM

ABSTRACTS OF SYSTEM PROJECTS

STATE FISCAL YEAR 1987

The objective of the Administration project is to effectively administer the various system programs. Programs will be administered to expend allocated funds for the optimum benefit of all public libraries comprising the Big Country Library System. Emphasis will be placed on basic supplementary services, but some attention will be focused on projects that will help small rural libraries and their users adapt technological innovations which will enhance the public library mission. Efforts will be made to keep incidental costs down, concentrating maximum funds on activities of direct and indirect benefit to libraries and their users. System administration includes writing proposals, keeping statistics, filing reports, preparing and monitoring budgets, planning and supervising services, polling librarians and lay representatives, and conducting general business meetings. Generally useful information and library news will be widely disseminated through Big Country News, the system newsletter. Costs allocated to administration include equipment, supplies, and staff needed to accomplish activities such as those above which pertain to several or all system programs.

The Automation - Computer Competency project was initiated to provide an opportunity for library staff and patrons to become "computer literate." As with most technological innovations, this one will take longer to saturate rural areas than urban ones and the public library has as its clientele the entire resident population. The Big Country Library System computer literacy project consists of a microcomputer, a printer, support supplies and equipment, explanatory manuals, and a reasonable variety of software programs which will be deposited in volunteer libraries. Staff members will be shown the basics in the use and care of the microcomputer. A hot line, trouble shooter backup, is available from the local computer store. Participating libraries will be selected by a drawing at the September system meeting, and are responsible for maintenance and long-term support of the microcomputer.

The objective of the Books-by-Mail Homebound project is to serve those homebound residents of the Big Country who cannot use regular library service. Homebound residents will be eligible to request books from the system's collection. The service is free of charge to the patron since the system provides the necessary postage.

The Collection Development project will supplement badly strained local budgets. This project will provide incentives for member libraries to increase their local book and material budgets. The non-member benefit will encourage "club" libraries to complete legal establishment while providing much needed basic informational resources for use in their communities. A collection development benefit calculated according to a formula will be allocated to each system member library. The system will subscribe to up to four professional journals for each member out of collection development funds as aids to cataloging, selection, and professional development and awareness. Members may also use these funds to purchase non-book materials such as phonograph records, cassettes, or equipment to enhance their total collection and service potential. The system will continue to encourage development of non-member public libraries and promote their legal establishment by allocating up to $100 for needed large budget/reference items chosen by the librarian from a specially prepared selection list.

The objective of the Consulting program is to provide information and advice to the staffs and governing bodies of system member libraries as needed and requested. Professional staff will attempt to visit every library at least once during the fiscal year and will be available for additional visits as necessary and as funds permit. Consulting services will also be conducted by phone and mail to whatever extent possible and effective. Thorough evaluations will be conducted on request regarding adequacy of building, governing structure, staff, collections, and/or services. The system will continue to encourage the area's non-member libraries to become legally established in order to forestall possible legal entanglements in the future and to facilitate receiving tax deductible donations. Librarians will continue to be encouraged to earn and apply for county librarian certification and to comply with other applicable state laws and regulations. System staff will also consult with officials of Throckmorton County in an effort to establish a library in that county. Professional materials will be purchased for loan on request or in response to needs discussed during consultation.

The Continuing Education program was designed to provide opportunities for local library staff and board members to increase their knowledge of library services and techniques, and improve their ability to use the techniques and provide the services. The Big County Library System presents at least three continuing education opportunities each year. One workshop of general and basic interest is offered in at least three "neighborhood" locations with the aim of making it as easy as possible to attend. The other topics are generally less basic and may be presented either in two workshops or in an institute and in a workshop. During FY 1987, three topics will be covered at a minimum of eight locations. Topics for FY 1987 are: "Advanced/Non-Book Cataloging," and "Programming-Basic Principles," "Public Relations/Publicity."

The Film Services program offers an important educational and recreational medium for a wide variety of needs. The program encourages library programming by making films freely available for civic and cultural organizations, the elderly in nursing homes and senior centers, and the disadvantaged in schools and in library programs. The system will make 16mm films and some 8mm films available to all Big Country Library System area public libraries (member and non-member) on a spot booking basis. In addition, packets of film rotate among the small number of libraries which book a particularly large number of films each month. Patrons may use system films for home entertainment, continuing education, club programs, and community projects. Librarians may use system films for library programs, to show at nursing homes and senior centers, or as educational or recreational programs for children and adults.

The objective of the Literacy program is to provide direct service to those residents who are functionally illiterate, to help them gain those basic reading and mathematical skills necessary to live in today's world. In FY 1987, the system will continue a tutoring program in Taylor County and expand to areas served by other member libraries. Participation will be voluntary. Those libraries desiring to establish a local library literacy project will be allocated funds with which to purchase books and supplies and prepare publicity. Two tutor training workshops will be held during the year. The participating libraries will structure and coordinate programs to meet local needs, reporting statistics to the BCLS office monthly.

The Limited English-Speaking Services program provides library services to the non-English speaking population of the Big Country. A small collection of Spanish novels, how-to's, bilingual titles, and similar materials is available as part of the Extension Collection. For the Novelas Circuit, light novels, preferably photo or comic style novels in Spanish, all paperbacks, will be offered in packets of 30 to local libraries for circulation to patrons. The packets will rotate among participating libraries on alternate months. Signs and press releases will be distributed to help publicize this service. English as a Second Language (ESL) teaching programs (either tutoring or small classes) will be offered in volunteer Big Country Library System libraries. The library will structure and coordinate programs to meet local needs, reporting statistics to the BCLS office monthly. One ESL tutor training workshop will be held in FY 1987.

The objective of the Publicity program is to make residents more aware of the services available from the system. The system will offer radio and television spots produced by ALA or TLA to stations in the Big Country. The system will purchase and distribute plastic book bags with a library promotional design. System bookmarks will be designed, printed, and distributed. Publicity materials produced by ALA, TLA, or other systems will be distributed also. Area libraries will also receive National Library Week and National Book Week publicity materials from the system.

The Services to the Elderly program provides services to help meet the needs of elderly patrons. The system will purchase large type editions needed by older adults and others with vision problems. These books may be used for special shipments to the local library where the library staff or volunteers then take the shipment to nursing homes or senior centers. The books are then left as deposit collections for the use of residents. The Abilene Public Library Special Services librarian also uses these materials to serve local nursing homes, senior centers, and homebound patrons.

The objective of the Shared Resources program is to broaden the service capabilities of libraries in the Big County Library System area. The System will purchase books which offers the patron popular materials of short shelf life. Some children's books, especially award winners or nominees and "notable" titles, will be added for the benefit of those libraries with small children's collections. Libraries wishing to receive materials to supplement their collections may complete a profile stating the types and quantity of materials they desire. Books are sent monthly, unless otherwise specified, and may be used for up to a year or until they become shelf-sitters. The System will also maintain the filmstrip services available at member public libraries in the region. Each member has a 35mm sound filmstrip viewer/projector on deposit from the system. They also have a deposit collection of approximately 53 sound filmstrips representing a variety of useful programming topics. A filmstrip circuit will deliver 26 new sound filmstrips each quarter for fresh viewing material. A viewer/projector and a wheeled AV storage cart will be deposited with new system member libraries. Basic filmstrip sets are also started for new members.

The Unserved Counties/Books-by-Mail program is designed to serve that segment of the population of the Big Country which has no other access to library materials. The system will continue service to the unserved county, distributing catalogs to all rural and city box holders in September. Two supplements will later be distributed to users. Books-by-Mail is an entirely free service to users, with the system supplying all necessary postage. If a patron requests a title or information not found in the catalog, an attempt will be made to supply it from the Extension or Abilene Public Library collections. It is anticipated that Throckmorton County will establish a library within the next year and that the Unserved Counties program will be discontinued at the end of FY 1987.

TEXAS PANHANDLE LIBRARY SYSTEM

ABSTRACTS OF SYSTEM PROJECTS

STATE FISCAL YEAR 1987

The objectives of the Administration program are to manage and administer the system grant, support other system programs, provide a formal mechanism for developing problem solving abilities of library staff, and to stimulate citizen interest and commitment to improving library services. System staff will continue standard accounting and reporting procedures. Active contact with local library boards, friends groups, and local governing bodies will be made by system staff. To provide access to news and ideas affecting library service, a regular newsletter is published, issue oriented talk sessions are encouraged and sponsored, and semi-regular mailings are made. Bi-monthly meetings of librarians, lay representatives, Advisory Council, system staff, and MRC staff will be held to encourage coordination, communication, and involvement in system planning and activities.

The objective of the Automation program is to continue data conversion of member libraries as a first step toward a shared computer system for on-line catalog, circulation control, and resource sharing. The shared computer system to be utilized is the Harrington Library Consortium. The Texas Panhandle Library System will contract with the Harrington Library Consortium(HLC) for one start up access point for each of three libraries. Access points include minimal hardware consisting of a multiplexer, modem, terminal, barcode reader/wand and necessary cables. Telecommunications and HLC port fees will also be provided for the first year. Retrospective conversion of holdings will be input in the 427,400+ title HLC data base. Unique titles will be transferred from OCLC to HLC by system staff. Financial support will be provided member libraries for unique title transfers and retrospective conversion of titles not found in the HLC data base. A leased delivery service will be added in FY 1987 for delivery of materials. The Texas Panhandle Library System area will be covered in four routes at least once every two weeks.

The Collection Development program is designed to increase the quality and quantity of materials in area libraries. The program also aims to increase the accessibility of materials by allowing each member to use system funds for commercial card sets and/or by providing cataloging information upon request from the MRC. Collection Development funds are allocated to member libraries according to the formula adopted by the system. System member librarians will select and order library materials to be shipped to the ordering libraries and paid with system funds. Librarians allocate portions of their funds to be spent with the jobber, on direct orders, with Bound-to-Stay-Bound or on a lease plan. Professional guidance to all public libraries in selection, acquisition, maintenance of collections, and making discarded MRC and Books-by-Mail materials available on permanent loan are aspects of the Collection Development program available to member and non-member libraries. A leased delivery service will be added in FY 1987 for delivery of materials. The Texas Panhandle Library System area will be covered in four routes at least once every two weeks.

The aims of the Consulting program are to assist in the development of library programs and services that are new to some or all libraries, to provide expertise for the expansion of library services to unserved areas, to stimulate citizen interest and commitment to improving library services, and to prepare area libraries for automated library services. System staff will provide expertise, advice, feedback, and guidance on an individualized basis through on-site consultations, letters, and telephone calls to non-members and member libraries. Specific consultation and detailed assistance will be provided in the development of public library service in Oldham County. System staff will provide on-site information to library boards and other citizens interested in library services.

The Continuing Education program seeks to develop library personnel and to expand their base of knowledge. The need for this program exists because of the wide range of formal education among area library staffs. Several approaches will be taken to fulfill the above objectives. These include: 1) full-scale major workshops designed to be of interest to many; usually geared to more than one type of library; subject treatment to be broad; attendees are not expected to acquire any specific skills, but rather an informational and attitudinal overview of the topics; 2) mini-workshops held in the area; designed to be of interest to public librarians; to cover topics best transmitted in small groups, such as specific skills or subjects generating discussion; 3) work sessions held on afternoons of bi-monthly system membership meetings; designed to focus on either basic library skills or specific problems; not all librarians will need; sessions are usually intensive and concentrate on one specific skill or problem.

The Film Service program provides 16mm films from a growing central collection to member libraries free of charge and provides a variety of 16mm films for in-house and walk-in patron use through continuing the film packet service. Films from the collection are provided free of charge to member libraries on a "spot booking" basis. Librarians may utilize either film request forms to mail in their request, or a system credit card number to call into the Amarillo Public Library and request films for library programming use or for their patrons. System funds will be used to add approximately nine new films to the collection. Rotating collections of three 16mm films in packets are also provided to system member libraries for walk-in patron usage. The packets rotate on a monthly basis with the films arriving in the AV Department for inspection before being forwarded to the next library. A leased delivery service will be added in FY 1987 for delivery of materials. The Texas Panhandle Library System area will be covered in four routes at least once every two weeks.

The objectives of the Literacy program are to support literacy programs in the Panhandle region through the use of library facilities, publicity, and the development of library collections to assist Adult Basic Education, GED, and English as a Second Language students in the area. The Texas Panhandle Library System, Amarillo Public Library, and Amarillo College will continue to cooperate on a tutoring program in Amarillo Public Library and its branches through the Amarillo Area Literacy Council. The system will also continue to support publicity efforts for this program. Materials and publicity will be provided to existing literacy programs in Canyon, Shamrock, and Hereford and to other system members holding tutoring sessions in their facilities as the program expands.

All disposable workbooks and teachers manuals will be provided for tutors and students. One ABE, GED, or ESL book will be presented to the appropriate library for every five hours a student is tutored in the library facility.

The Publicity program is designed to strengthen public awareness of the role and function of public libraries and to make citizens conscious of the system concept and the value and economic advantages of library cooperation. Press releases and public service announcements describing various system services will be prepared by system staff and distributed to the area, either to librarians or to the news media directly. One large scale system-wide publicity effort of benefit to all public libraries, a booth at the annual Tri-State Fair, is annually planned and implemented. The system and local libraries co-sponsor a bookmark drawing contest using the reading club theme. Winners are locally determined and winning entries sent to the system office for printing are distributed at the fair.

The objectives of the Rotating, Deposit, and Extension Services program are to provide area residents access to information through alternative forms of media, to introduce area residents to new forms of media, and to open up neighboring member library collections to persons without public library service and to other residents without payment of a non-resident fee. This program is comprised of three components: 1) rotating packets, 2) reciprocal borrowing, and 3) extended loans. The rotating packets component provides approximately 60 cassette tapes which rotate to system libraries on a six months basis and 10 sound filmstrips which rotate on a four month basis. Each library has either nine or ten framed art prints assigned to it. Librarians bring in two prints, according to an assigned rotation schedule, at each bi-monthly system membership meeting and take home two different ones. This provides a constantly changing collection in each library. To participate in the Reciprocal Borrowing component of this program, the governing authority of a member library must agree to open the library's collection to patrons from other participating libraries. Net lenders are reimbursed from all loans made over a monthly base figure. The system also reimburses libraries for books that are lost by reciprocal borrowers and deemed irretrievable. A pilot program initiated in 1986 allows the rurally isolated and citizens of unserved areas to obtain a Texas Panhandle Library System borrowers card. Holders of the card may borrow materials from any of the participating libraries or request specific materials by mail to be filled from the MRC collection. The extended loan component allows a library to borrow up to 200 (300 during summer reading club months) books taken from duplicates on the shelf of the Amarillo Public Library. A leased delivery service will be added in FY 1987 for delivery of materials. The Texas Panhandle Library System area will be covered in four routes at least once every two weeks.

The Services to the Elderly program provides enhanced library services to the elderly population of the Panhandle. Large print circulating packets are rotated through the system on a four month basis. Libraries are responsible for lost items, but not damaged ones. In response to recommendations from the system planning committee, talking books will be added to the circulating packets of audio cassettes.

The objective of the __Services to the Limited English-Speaking__ program is to provide enhanced library services to the limited English-speaking and reading population of the Panhandle. The system will continue to circulate Spanish language packets. Packets are rotated through the system on a four month basis.

CENTRAL TEXAS LIBRARY SYSTEM

ABSTRACTS OF SYSTEM PROJECTS

STATE FISCAL YEAR 1987

The Administration program has two objectives: 1) coordinate all programs and keep them responsive to the needs of constituents and 2) ensure that all constituents are able to get full benefit from system programs. Three membership meetings and a series of regional planning meetings will be held for members to discuss goals and their evaluation of current programs. Input from nonmembers will also be sought. The coordinator will meet with library boards, civic groups, and governing bodies to explain system services and to present information and answer questions about library operations. The Central Texas Library System newsletter is published monthly and contains information on all system activities and programs as well as suggestions for improved library operation. A microcomputer will be purchased to assist staff in preparing documents for justification and administration of system programs.

The Automation program will enable library staff to gain computer experience on a small scale before proceeding to full-scale library automation. Microcomputers will be purchased for member libraries along with software appropriate for library management applications. Members interested in taking part in the program will write a brief proposal describing how they will use the microcomputer.

The Collection Development program provides an incentive for local expenditures in collection development as it enhances the buying power of the library. The program allows small libraries to obtain large library discounts on library materials. Approximately one half of the system grant is divided among member libraries. The allotment formula is based on local expenditures with an inverse population factor. Libraries will receive subscriptions to two library periodicals to provide access to current book reviews. They are encouraged to purchase retrospective reviewing tools with collection development funds. Libraries may use 15% of their collection development funds to hire a consultant to examine a specific problem area or to purchase automation equipment. Individual library collections are subject to a periodic evaluation to determine if the quality has improved.

The objective of the Consulting program is to provide information and evaluation of local library services as requested by library staff. Two consultants experienced in the areas of adult services, children services, and outreach will be available. They will respond to telephone and mail questions with brief answers, detailed information or on-site consulting will be available as necessary. During the fiscal year, each system member library will receive an on-site visit from one of the consultants. The consultants will prepare bibliographies and evaluate two individual collections. The coordinator will consult on library administration.

The Continuing Education program aims to improve the technical skills of library directors, staff, and volunteers. A secondary goal is to provide sufficient hours of continuing education for county librarians to maintain their certification. Five workshops will be presented on specific topics requested by constituents. Three of the workshops will be at the basic level and two will be more advanced. Workshop participants will evaluate each workshop and a summary of the evaluations will be filed with the Library Development Division of the Texas State Library.

The Film Services program augments local services by providing information and entertainment in a nonprint format. Films are selected for purchase by a committee of system staff and representatives from member libraries. The committee is divided into two groups, one to review adult films and one for children's. Each member library receives one 16mm projector and may check out films from the collection. Branch libraries that serve individual communities will receive projectors as money is available. Three projectors will be purchased in FY 1987.

The objective of Library Services to the Elderly program is to supplement local collections with specialized materials that have a limited audience. Forty-two packets of 55 large type books circulate to member libraries for a three month period. New titles are added to the collection periodically. Therefore, libraries have access to an LT collection of approximately 1,800 titles. Four new libraries will be added to the circuit this year increasing the rotating collection to 2,300 titles by the end of the year.

The Limited English Speaking program supplements local collections with specialized materials that have a limited audience. This program will allow libraries to provide Spanish language materials to their patrons in larger quantity and variety than if they simply purchased materials with local funds for their collection. A collection of Spanish language materials is maintained in the system office. Members may request deposit collections tailored to their needs and for the length of time they specify.

The Literacy program will increase the reading level of our citizens. Nearly 20% of the residents of the Central Texas Library System have no more than an eighth grade education. Functional literacy requires an eighth grade reading level. Five individual libraries will elicit the aid of a community organization to establish a program of reading instruction in the library. Instruction will be on a one-to-one basis with the co-sponsoring organization taking the responsibility of recruiting instructors. The system will provide funds for instructional materials, the basic reading collection, equipment, and publicity materials. Training for volunteers can be coordinated by the local library or through the system office. Funds will be distributed on a competitive basis, with the Literacy Committee evaluating the applications and making recommendations to the Advisory Council as to which libraries should be funded.

The Publicity program provides member libraries with the materials necessary to improve or maintain public awareness of the library. Member libraries can receive printed materials to support system-wide activities or to publicize local activities. The system provides support materials for Children's Book Week, National Library Week, and the Summer Reading Club. The program will respond to requests for specialized materials from system member libraries. Evaluation of the program is based on feedback from constituents and repeat requests for materials.

SOUTH TEXAS LIBRARY SYSTEM

ABSTRACTS OF SYSTEM PROJECTS

STATE FISCAL YEAR 1987

The objectives of the **Administration** program are to develop a planning framework that encourages and documents the participation of members in developing the plan of service and to administer the program of service through the management of personnel, budget, and communications. Semiannual meetings of membership and the Advisory Council will afford members the opportunity to review progress towards the current plan of service and to develop future goals. A structured planning process will be used. Monthly statistics will be collected so that progress can be measured in meeting stated objectives. A newsletter, CURRENTS, will be distributed ten or more times each year.

The **Adult Literacy** program seeks to provide tutoring space, build an appropriate print and non-print collection, provide a supportive environment, and collect relevant statistics. The Adult Literacy Committee will allocate funds among the participating libraries no later than September 20, 1986. A brainstorming idea exchange session will be held for all participants and other interested persons in October. The Special Services Librarian will make field visits to each participating library during the first quarter of the fiscal year to assist in the development of an appropriate materials collection and to examine ways in which the particular target group can be reached. An original video tape or slide/tape program will be developed for presentation to civic groups and for orientation of volunteers.

The **Collection Development** program is designed to enrich and develop local library collections through the provision of printed materials, microforms, audio-visual software and computer software for public use. Both audio-visual hardware and public access microcomputers are eligible purchases under this program. The collection development formula, written by the Planning Committee, will be used to determine individual library allocations. Fast-fill will be maintained at $4,000 plus $1,000 for document delivery. Each library will choose its own purchasing options.

The **Consulting** program seeks to provide on-site and telephone consultation for a variety of technical and administrative problems encountered in libraries. A professional staff member will visit each member library at least once during the fiscal year and will be available at other times upon request. The Coordinator will visit each non-member library and unserved county at least once during the fiscal year. Particular emphasis will be placed on collection evaluations and collection development consulting. A collection of professional materials including books, journals, and video tapes will be developed and made available to member libraries.

DEPARTMENT OF EDUCATION
Washington, D.C. 20208-1730

THE LIBRARY SERVICES AND CONSTRUCTION ACT-STATE ADMINISTERED PROGRAM
P.L. 91-600, as amended

Annual Program (Sec.3(13))

State Texas

FY 1987

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

CHECK TITLE	PROJECT NO.
☒ I ☐ III	11.1.5

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Nicholson Memorial Library - regional library

ADDRESS (Number, Street, City and State) 625 Austin Street Garland, Texas	**ZIP CODE** 75040	**TELEPHONE** (214) 494-7187

2. NAME OF PROJECT (Identify LSCA Function or Activity)
System Operation-Northeast Texas Library System

3. AREA TO BE SERVED BY PROJECT (Give largest area designation, e.g., statewide, region, county)
Region

4. PROJECT STATUS ☐ INITIAL PROJECT ☒ CONTINUING PROJECT

a. ESTIMATE TOTAL TIME SPAN (years) NA **b. PROJECT BEGAN** 1976 **c. PROPOSED TERMINATION** NA

5. NUMBER OF PERSONS TO BE SERVED BY PROJECT (Best estimate)
20,000

6. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY	42,646	XXXXXXXXXXX	XXXXXXXXXXXX	42,646
Current FY funds				
Total Expenditures	42,646			42,646
Carryover to next FY	20,460	XXXXXXXXXXX	XXXXXXXXXXXX	20,460

7. Give a short description of the project, its goals and objectives. (If additional pages are required, please add.)

See narrative report which follows.

ED FORM 255

DEPARTMENT OF EDUCATION
Washington, D.C. 20208-1730

THE LIBRARY SERVICES AND CONSTRUCTION ACT-STATE ADMINISTERED PROGRAM
P.L. 91-600, as amended

Annual Program (Sec.3(13))

State Texas

FY 1987

I. Titles I and III Project Plan (Secs. 103, 303, 304, 6(a)(2))

CHECK TITLE	PROJECT NO.
☒ I ☐ III	11.1.6

1. NAME (Identify if State agency, regional or local library, organization or institution that will administer the project)
Houston Public Library - regional library

ADDRESS (Number, Street, City and State) 500 McKinney Houston, Texas

ZIP CODE 77002

TELEPHONE (713) 224-5441

2. NAME OF PROJECT (Identify LSCA Function or Activity)
System Operation-Houston Area Library System

3. AREA TO BE SERVED BY PROJECT (Give largest area designation, e.g., statewide, region, county)
Region

94

4. PROJECT STATUS ☐ INITIAL PROJECT ☒ CONTINUING PROJECT

a. ESTIMATE TOTAL TIME SPAN (years) NA

b. PROJECT BEGAN 1976

c. PROPOSED TERMINATION NA

5. NUMBER OF PERSONS TO BE SERVED BY PROJECT (Best estimate)
NA

6. PROPOSED ESTIMATE, BY SOURCE OF FUNDS	a. LSCA	b. STATE	c. LOCAL	d. TOTAL
Carryover from previous FY	0	XXXXXXXXXXX	XXXXXXXXXXXX	0
Current FY funds				
Total Expenditures	0			0
Carryover to next FY	62,102	XXXXXXXXXXX	XXXXXXXXXXXX	62,102

7. Give a short description of the project, its goals and objectives. (If additional pages are required, please add.)

See narrative report which follows.

ED FORM

The Continuing Education program provides opportunities for the continuing education of librarians through South Texas Library System sponsorship of workshops and seminars. The Continuing Education Committee will suggest suitable topics for workshops. At least ten contact hours of continuing education will be offered by the system annually. When feasible, a workshop will be presented in more than one location. Workshops to be offered in FY 1987 include, literacy skills, personal computer software, and video production skills.

The objective of the Film Services program is to provide access to a centralized 16mm film collection for the use of libraries in programming and for patrons' home use. The professional librarian will select 16mm films based on suggestions of the Media Committee. Approximately 66 films will be purchased and 23 feature films will be leased for a year. Periodic annotated catalogs of holdings will be distributed to member libraries. The public relations consultant will produce printed materials and public service announcements highlighting this program.

The Publicity program publicizes the services, resources, and needs of public libraries. The public relations consultant will produce high quality, low unit cost materials which will be distributed to members on a per capita basis. An annual report of system activities will be published for members and their advisory boards. On-site consultations will be provided to assist in the formation of Friends groups and in planning year-long public relations programs to fit individual communities.

The Reference Back-up program provides assistance in answering reference questions which cannot be answered in member libraries. Patrons will have an opportunity beyond the resources of their local library to receive an answer to a request for information. Reference Back-up will pay for telephone calls for referral of information requests. Staff will execute a search strategy using the collection of the Major Resource Center, written and telephone inquiries to individuals, agencies, institutions, and data base searches.

The Video Services program makes available to libraries and individuals this popular media format and lends video equipment for original productions. Thirty-six of the forty-three service outlets have purchased VCRs. Thirty-five libraries are participating in the rotating packet program and membership has requested that the number of items in each packet be increased. Video cassettes will be selected by the Media Librarian based on suggestions from the Media Committee. The focus of the centralized collection will be non-theatrical titles which will be reserved through the computerized booking system. Packets, which will rotate every two months among participating libraries, will be chiefly composed of theatrical titles designed for home viewing. The size of the packets will be increased from 28 to 50 selections as funds become available. Branch libraries may request separate packets in FY 1987.

TEXAS TRANS PECOS LIBRARY SYSTEM

ABSTRACTS OF SYSTEM PROJECTS

STATE FISCAL YEAR 1987

The objective of the Administration program is to administer the grant efficiently and according to the Rules and Regulations of the Library Systems Act. Internal record-keeping will continue along present lines. Advisory Council meeting will be held in various locations during the fiscal year. The system newsletter will be produced on a quarterly basis.

The Books-by-Mail program makes available a specialized book delivery system to thousands of persons living in isolated areas. Even though the system covers approximately 35,000 square miles, the overall population density remains about two per square mile. To fulfill the objective of the program, a collection of paperback books and catalogs will be purchased from a commercial firm. Mailing bags and address labels will also be secured. A cooperative effort, Dial-a-Book, with the Major Resource Center will continue. This service permits telephone requests from city of El Paso residents who are homebound. Books-by-Mail catalogs and books are used for the Dial-a-Book project.

The Collection Development program strengthens print and non-print resources throughout the region. Limited local budgets cause the area libraries to depend on their collection development allocation. Funds are allocated to the Major Resource Center on a flat basis while the remaining libraries receive their allocation based on formula. Member libraries may use a portion of their funds to purchase audio visual materials.

The Consulting program is designed to assist area librarians and board members. The coordinator and or the assistant coordinator will visit three libraries to provide assistance as requested.

The Continuing Education program provides training to area librarians. To fulfill this objective, three workshops will be held during the fiscal year. The Continuing Education Committee will continue to meet and recommend topics for consideration.

The objective of the Film Services program is to provide member libraries access to an adequate supply of 16mm films and filmstrips and the projectors to show them in their communities. The Library Assistant will provide technical assistance to system libraries by spot-booking films and preparing them for mailing.

The Literacy program provides instruction and materials to those persons meeting the adult literacy criteria. Each system member has the option to participate in the adult literacy program. It is anticipated that adult basic education preparation and English as a Second Language will be the main courses of instruction.

The objective of the Publicity program is to provide basic public relations materials to the libraries of the areas. The Printing Operator will produce publicity items, such as posters, bookmarks, and flyers for the Major Resource Center and area libraries.

NORTH TEXAS LIBRARY SYSTEM

ABSTRACTS OF SYSTEM PROJECTS

STATE FISCAL YEAR 1987

The objectives of the **Administration** program are to: coordinate the activities of the grant program; monitor expenditures and budget; supervise system personnel; do long range planning for the system; and consult with the membership, the Advisory Council, the Assistant Director of the Major Resource Center, and the Texas State Library on system matters. In order to fulfill these objectives regular system committee meetings, system-wide meetings, and Advisory Council work sessions will be held to provide member participation in planning and implementation of system programs. A bimonthly system newsletter will be produced to disseminate information concerning system programs. The coordinator will assist in the reorganization of the system into a nonprofit corporation. The activities associated with this include assisting the board of directors and system committees in drafting policies and procedures, securing appropriate space, drafting grant proposals, coordinating the relocation, and other activities identified by the board.

The **Adult Literacy** program is designed to encourage the development of training programs that target adults who are functionally illiterate and to enhance current programs in operation. The program also provides funds for system member library involvement in the area of adult literacy and assists system members in developing their adult literacy collections. The system will make available funds for a maximum of thirteen grants. In order to qualify each applicant must be a member of the North Texas Library System; outline a specific program to include classes and/or tutoring that targets a need in adult literacy; develop the adult literacy collection with appropriate support materials; create attractive library displays; publicize the program; and keep detailed records documenting services to the target population.

The objective of the **Automation** program is to produce an alternative plan for systemwide automation while maintaining and supporting the microcomputers currently in member libraries. The North Texas Library System Automation Committee will create a plan for system-wide automation. This plan will provide a long range approach to library automation for system members and will address the needs of members who require in-house systems and wish to link them to other systems in the region for the purpose of information sharing. The system will also purchase three portable microcomputers to be used by system staff for training members in the use of equipment which has been and will be placed in their libraries. These microcomputers will be compatible with those purchased in FY 1986 and those proposed in the long range plan. The system will continue to support the microcomputers currently in member libraries using staff dedicated to microcomputer problem solving and continuing education.

The **Collection Development** program focuses on building and enriching the local collection of the system libraries. A basic grant of $1,500 will be allocated to each system library. The remaining amount will be distributed according to population proportionally based on the most recent census estimates provided by the State Library.

The **Consulting** program responds to requests of system members when the need for selective information is greater than that available from their individual libraries. The program also provides consulting and professional expertise in selected areas of current events and trends in library science on the federal, state, and local levels. Consulting and professional assistance will be provided to system libraries via telephone, on-site visits, written communication, and meetings. This year, member librarians can call the system office for consulting services free of charge to their libraries. The consultant will be available to make presentations promoting system services and library developments to governing bodies, public service groups, and library board.

The **Continuing Education** program provides opportunities for librarians, staff, and lay representatives to be exposed to programs which deal with the rapidly changing trends in the library profession. It also provides programs that develop the public library services of the member libraries and educational programs that compliment the services of the North Texas Library System. Staff will provide a total of eight workshops for use by librarians, staff, and lay people that will result in a productive method of service to the individual communities.

The objective of the **Film Services** program is to provide a centrally purchased, leased, and maintained collections of films for the use of system members and non-members and their patrons. The Media Librarian, with the assistance of the Media Committee, will continue the five year collection development plan for film acquisitions. System members will be supplied a catalog of 16mm films owned by the system. This catalog is published annually and updated bimonthly through the system newsletter. Beginning in FY 1987, the membership can call for film reservations at no cost to their libraries. Mini-grants will be offered for the purchase of 16mm projectors for 10 system members. Interested system members will submit applications and the Media Committee will review the applications and award the grants.

The **Publicity** program aims to heighten the profile of North Texas Library System membership; supply information on current events and trends in library service; and assist member libraries with development of public information services and materials that meet their individual needs. The Consultant, in consultation with the Publicity Committee, will design, purchase, and supply each library member promotional items of a generic nature which will promote library service.

The **Videocassette Services** program acts as an incentive for the development of local video collections, as a rotating base collection for member libraries, and supplements local video holdings. Each participating library receives a packet composed of at least 25 videocassettes every other month. These are loaned under local circulation policy and procedures to patrons who have signed a contract accepting responsibility for any videocassettes loaned to them. At the end of the two month period, the packet is sent to the next library in the rotation. The Media Librarian, in consultation with the Media Committee, will purchase replacements for the videocassettes lost or damaged in rotation. The system office will purchase video viewing equipment for office use to replace existing obsolete equipment.

NORTHEAST TEXAS LIBRARY SYSTEM

ABSTRACTS OF SYSTEM PROJECTS

STATE FISCAL YEAR 1987

The objectives of the Administration program are to: manage the North Texas Library System fiscal year program from its development through its completion and evaluation; provide a bimonthly newsletter to keep all units apprised of system, membership, state, and national news not readily available from other sources; and encourage the involvement of member librarians, their staffs, lay representatives, and Advisory Council members in all aspects of the system program. This program also seeks to improve library services in the area through the Northeast Texas Library System (NETLS) program and the inevitable sharing of interests and expertise when various groups gather and by encouraging nonmember libraries to become members. The coordinator will supervise all system staff in the implementation and evaluation of projects. With the Advisory Council Chairperson and the Major Resource Center Director, the coordinator prepares the agendas for five Geographic Committee meetings and four system meetings. An extensive orientation is provided at the first system meeting of the year and is then available for all new library directors, lay representatives, and Advisory Council members that come on board during the year. The system newsletter is published and distributed bimonthly to keep the membership informed of various developments. Lateral communication is encouraged through Geographic Committee meetings and through telephone credit cards supplied by the system to each library and to council members.

The Automation program is designed to develop and maintain a regional NETLS database and develop a technical and managerial environment suitable to expedite the sharing of library materials between the libraries in the region. Recognizing that automation best serves patrons at the local level, NETLS proposes to encourage and assist in local automation efforts which will provide significant local benefits and assist in regional development. A regional long range plan introducing members to automation technology and techniques and which provides for assistance to local library and groups of libraries to begin automation procedures was adopted in December, 1985 by the system membership. In FY 1987, the following parts of the plan will be implemented as a continuation of the portions implemented in FY 1986: Project Clearinghouse, Project Hands-on, Project Data and Project Micro.

The Collection Development program supplements the materials collections of member libraries to raise collection to 2-4 volumes per capita. The program also provides an avenue for member libraries to purchase materials at system discounts and a method for member libraries to purchase commercial cataloging and processing at an inexpensive cost. Collection development allocations are based on a formula approved by membership and the Advisory Council. The allocations may extend beyond library materials if either of these two criteria are met: 1) two volumes per capita are owned or 2) a local materials budget that matches the system allocation. If either are met, the library may use their allocation to purchase equipment, obtain the services of an expert consultant, or pay partial OCLC subscription fees and use charges. The Collection Development Librarian will evaluate member collections upon request and assist in developing collection procedures for member and nonmembers.

The Consulting program has as its objective the improvement of library management, services, funding, and automation. The program provides consultation services to library staff, trustees, and Friends upon request. The services are available on-site, by telephone or by mail. When the need is observed, consultation will be given without request. Each member will be visited at least once during the year.

The Continuing Education program provides continuing education experiences for library directors, library staffs, lay representatives, trustees, and Friends and provides basic library management information to those with no previous library experience. At least four workshops will be developed and presented in two locations. The topics will be those voted on by the membership prior to the beginning of the fiscal year. One or two mini workshops may be presented in the afternoons of system meeting days if the schedule and need develops.

The Film Services program offers nontheatrical 16mm films and a video collection for the use of member library staffs and their patrons. Through the program, free membership in the Television Licensing Center is maintained. Therefore, certain television shows may be taped off-air, at a cost, for the film collection or for member libraries to purchase with collection development funds. NETLS member libraries and their patrons have access to approximately 1,500 16mm films and 1/2" VHS videocassettes through this program. Items may be booked by mail or phone. A film showcase is sponsored annually to provide system librarians an opportunity to assist in previewing and selecting films for purchase. A Film Committee assists the Film/Cable Librarian in preparing for the showcase, in film selection, and service evaluation. The Film/Cable Librarian is available for consultation in the area of film programming, locating items not available from the collection, and preparing specialized filmographies. NETLS maintains a reciprocal borrowing agreement with the North Texas Library System which permits member libraries access to an additional 1,800 films.

The Limited English Speaking program provides minigrants to help support ESL projects that are locally sponsored or cosponsored by public libraries and are housed in the libraries. The system will make two competitive minigrants available to member libraries. The Special Services Librarian will visit each project that receives a grant.

The Literacy program provides minigrants to help support literacy projects that are locally sponsored or cosponsored by public libraries and are housed in the libraries. The system will make competitive minigrants available to eight member libraries with existing projects. Priority in awarding the grants will go to new programs forming and to existing programs that did not receive grants in FY86. The Continuing Education Librarian will visit at least four of the projects that receive grants.

The Publicity program has the following objectives: to broaden public awareness of libraries in general; to help promote an enlightened view of libraries and NETLS on the part of local governmental officials; to enhance local library publicity and programming efforts; and to promote awareness of NETLS and its services. The system will provide publicity assistance for local libraries. This will be accomplished by making available plastic book bags that carry the slogan, "Your Library is a Member of the Northeast Texas Library System," various bookmarks and posters promoting libraries in general and specific NETLS programs, National Library Week materials, and Children's Book Week materials. A slide/tape presentation and an informational brochure describing the structure, purpose, and services of NETLS and news releases of NETLS programs will be used to promote system services.

The Services to the Elderly program enables participating libraries to provide a continuously changing and wider selection of large print materials to patrons who have difficulty reading standard size print materials. Approximately 64 member libraries will participate in this project. New titles will be selected to make up additional packets and to increase all packets to 26 volumes. A collection will remain in a library for two months and is then mailed to the next library and a new packet is received. In FY 1984, a survey was taken to determine the types of large print materials most circulated. Material selection will follow the results of that survey.

The Videocassette program augments member libraries present videocassette collections; supplies information and entertainment in the 1/2" videocassette VHS format to users of member libraries; helps administrators of member libraries determine if there is a need for a local videocassette collection. Videos in the rotating circuit are entertainment types and most are for home viewing only. They are selected by the Special Services Librarian who also supervises the circuit. Each packet of 30 tapes will remain in a library for two months and will then move on to another library in the circuit.

HOUSTON AREA LIBRARY SYSTEM

ABSTRACTS OF SYSTEM PROJECTS

STATE FISCAL YEAR 1987

The **Administration** program supports all administrative aspects of the programs and services the Houston Area Library System(HALS) provides for its members and nonmember libraries. The system staff will encourage participation of HALS member libraries in the annual planning and budget preparation process and in the on-going decision making process. This will be achieved through an annual needs assessment survey, contacts by telephone and written correspondence, geographic planning meetings, and two annual meetings attended by librarians, lay representatives, and the Advisory Council. The Assistant to the Coordinator will edit and produce a bi-monthly newsletter which will circulate upon written request to library board members, lay representatives, librarians, city and county officials, and interested citizens of member and nonmember libraries to communicate system and other professional activities. The coordinator and the assistant will attend local, state, regional, and national meetings concerned with library services. To increase staff efficiency, a microcomputer will be purchased to enable the coordinator to keep more accurate financial records. A van will be leased as an aid in delivering services, equipment, and materials to system member and nonmember libraries during consultation visits and regional, geographic, system, and business planning meetings. The vehicle will be shared with the Automation, Consulting, and Continuing Education programs.

The **Automated Systems** program continues to provide increased public access to books and other informational materials available in the Houston Area Library System and to assure efficient utilization of library services and materials. All libraries which wish to participate in the Houston Area Library System Computer Access Network in FY87 will be required to sign an Agreement for Computerized Library Services. Five member libraries will perform online circulation. Branches of Houston and Harris County now online will continue and all nine(9) remaining Harris County branches and thirteen(13) Houston Public Library branches will be brought online. Beaumont and Montgomery County libraries will continue retrospective conversion. The library in Friendswood is expected to begin retrospective conversion in FY87. Six libraries will continue to have dial-up access to the database and one more dial-up library will be added, Bellville. Appropriate training will be provided to member libraries by the HALS/CAN staff, including searching techniques, item, patron, and bibliographic maintenance, conversion, and cataloging. In order to introduce new technology to its libraries, HALS plans to commence purchasing microcomputers to place in member libraries over a four year period. In the first year of the program, eight (8) microcomputers with printers will be purchased and a new staff person, the Extension Services Consultant hired. At least two of the eight microcomputers will be kept at the Major Resource Center to form a demonstration/training center. Training will be conducted at the center and on-site for individual libraries with particular needs. A van will be leased for use in on-site consulting on microcomputer software and hardware.

serve as a resource for all of the system members. All other libraries will receive a collection development allocation based on formula. A Collection Development Workshop is held each year at the commencement of the fiscal year. Libraries are strongly encouraged to use the selection lists developed for the workshops but may, as appropriate, select items in other areas. During FY87, 41,739 books will be purchased by member libraries for local collections, resulting in enhanced collections and circulation.

The objective of the Consulting program is to improve the quality of library services provided by member libraries through on-site consultations, by system staff and special consultants, supplemented by telephone and written assistance. The system will provide on-site technical assistance to all member and nonmember public libraries by subject specialists. Working with the system staff, libraries will identify needed areas of consultation and request an appropriate consultant through the system office. Consultants will submit written reports with their recommendations for each library. The program will fund at least fifteen special consultations this year. System staff will also provide regular consultation support to the libraries by phone and on-site visits. A collection of materials to support consulting activities will be purchased and housed in the system office for staff and libraries' use.

The purpose of the Continuing Education program is to upgrade the quality of library service in member and nonmember libraries through continuing education activities. Continuing Education opportunities will be developed by the system staff through a series of workshops and seminars. Workshops or seminars will be presented by recognized specialists in program areas requested by member libraries and will be held in several locations. Topics presented each fiscal year are determined in the annual needs assessment survey and by the Continuing Education Committee. In response to a need, for training support staff in medium and larger libraries, a Basic Skills Institute is planned for FY87 with an emphasis on skills this category of staff requires.

The Film Services program will continue to provide a significant collection of educational and recreational 16mm films for member libraries and their patrons. Plans are in progress to expand the collection of educational videocassettes. In general terms, HALS sees over the next five year period a major shift in the emphasis of its media programs from films to videocassettes. FY87 represents the first year of this transition. With an emphasis on replacement, only 37 films will be purchased. An on-going film rejuvenation program will allow for the rejuvenation of approximately 50 films. Two hundred educational videocassettes will be purchased in a major expansion of this collection. Catalogues of both collections will be produced and distributed to member libraries to provide access to the Film Library's holdings.

The purpose of the Literacy and Limited English Speaking program is to provide materials, equipment, and training, as appropriate, to individual libraries in support of local literacy training programs. Eight libraries will receive individual grants from HALS to support a local training program. The programs will include tutor training, clearinghouse for literacy tutors and those needing assistance, development of student and tutor support networks, tutoring of English as a Second Language, literacy/adult materials acquisition, one-to-one tutoring sites, and GED and Vocation test preparation.

The Services to the Elderly program provides funds to support particular programs in individual libraries which serve the elderly in their communities. Six libraries will receive grants from the system to support their services to the elderly. The programs funded will include: acquisition of large print books, delivery of materials to senior centers, and establishment of book collections at nursing home, senior centers, and elderly housing units.

The objective of the Video Package program is to make available entertainment videocassettes to member libraries on a pre-arranged schedule and for extended periods of time. The program plans to purchase additional popular videocassettes with a goal of 200 videocassettes per packet for libraries serving populations over 25,000 and 75 per packet for all others. A balance in the types of material in each packet will be kept in mind. However, emphasis will be placed on children and family entertainment in response to the expressed needs of the libraries. Eight hundred copies of an annotated videocassette catalogue will be printed and distributed.

WEST TEXAS LIBRARY SYSTEM

ABSTRACTS OF SYSTEM PROJECTS

STATE FISCAL YEAR 1987

The objectives of the **Administration** program are to provide those operations which will ensure efficient management of the West Texas Library System grant, to conduct meetings of the WTLS Advisory Council, and promote intra and inter-system communications. Program planning, budgeting, bookkeeping, evaluation, and reporting will be undertaken by the system staff in consultation with the Major Resource Center Director and Assistant Director, and with input from the Advisory Council, Future Program Planning Committee, librarians from system libraries, and Lay Representatives. To promote system communications, WTLS staff will publish the bi-monthly newsletter, In the Wind.

The **Automation** program aims to undertake projects designed to demonstrate varied applications of computer technology in libraries. A reference database searching service will be initiated at the Unger Memorial Library in Plainview to further demonstrate the potential of automation. The system will provide training for the librarian and purchase database services to serve patrons for two years.

The function of the Collection Development program is to supplement the book budgets of WTLS member libraries. In order to fulfill this objective, system member librarians will be provided with a fund against which books and periodicals can be charged. Funds will be allocated according to an incentive-equalization formula. No library may receive an allocation greater than the local book expenditures of that library in the latest completed fiscal year. Purchase of adult nonfiction books, current and popular titles, juvenile materials, paperback books, large-print materials, and professional library periodicals and lease of popular titles are options for expenditure of collection development funds.

The objective of the Consulting program is to provide on-site and other forms of technical assistance to system area libraries, their lay boards and governing bodies in all areas of library administration; to provide information by telephone, mail, or other means to the staffs of 32 system area libraries, their lay boards and governing bodies; and to provide consulting assistance to citizens and/or governing officials who might wish to plan for the initiation of library services. Regular planned visits will be made to member libraries to facilitate communication and to build cooperation, as well as to undertake specific consulting tasks. In addition, the professional staff will be available, on request, to provide on-site consulting services or to provide information by mail or by phone to system libraries.

The purpose of the Continuing Education program is to provide opportunities for continuing education to the staffs of 32 system area libraries by planning and conducting workshops on all aspects of library administration. The system staff will, with the advice of the Continuing Education Committee, plan, promote and conduct two mini workshops in several locations. A workshop on basic skills, which would be a cooperative effort with the Texas Panhandle Library System, is being explored.

The Film Services program supplies, on a shared basis, film hardware and software to meet the audiovisual programming and circulation needs of member libraries. Packets of 16mm films will rotate among system member libraries on a monthly basis. In addition, a spot-booking collection will be available through the system office. Approximately 90 new and replacement films will be acquired for the program in FY 1987. Film holdings will be input into the OCLC database as purchased for inter-system sharing of audiovisual resources.

The Limited English Speaking program allows participating libraries the opportunity to offer Spanish-language paperback books to library users. The system will continue to purchase these books for participating libraries to increase the number of materials available for loan and to replace those which have been lost or damaged. Packets will increase from approximately forty paperback books each to approximately fifty and will rotate among the circuit participants every two months. In FY87, approximately 235 books will be purchased for this program.

The Literacy program aims to cooperate with agencies which are working to combat illiteracy in the WTLS area, by offering library space and support materials for classes and a publicity program to advertise the classes. The majority of the funds for this program will be used to purchase literacy materials since publicity items were produced in the first year of the program. The literacy collection development materials are complied in a bibliography from materials purchased in the first year for the Lubbock City-County Library and are ordered for each participating library.

The objective of the Publicity program is to purchase or produce materials publicizing local library services and system services for distribution to the member libraries of West Texas Library System. Promotional materials, such as bookmarks, posters, radio and television spot announcements, will be purchased or produced and distributed to member libraries for use in promoting library services to the public. Additional materials describing and promoting system services will also be produced and distributed.

The Unserved Counties program provides books-by-mail service to the citizens of King, Borden, Loving, and Glasscock counties. In providing books-by-mail to residents of these counties, every citizen within the 29 counties served by the West Texas Library System will be assured at least a minimal level of library service. Box holders in the four unserved counties will receive four catalogs of paperback books from which they may make requests to the system office. A cumulative author/title index of the entire collection will be complied by the end of the fiscal year in order to apprise new residents and Glasscock County residents of all the collection.

SAN ANTONIO AREA LIBRARY SYSTEM

ABSTRACTS OF SYSTEM PROJECTS

STATE FISCAL YEAR 1987

The objective of the Administration program is to assure the planning, budgeting, and administration of grant funds in an efficient and cost effective manner. The program will include grant planning and administration, personnel management, general office operation, and production of the system newsletter. Professional staff will attend business and professional meetings and the Advisory Council will attend the Advisory Council conference and council meetings. The San Antonio Public Library catalog of microfiche will be provided to assist in their ordering, cataloging, and Interlibrary Loan request verification. Evaluative reports will be submitted as scheduled in the state contract. A newsletter, detailing system activities, and providing current news and professional information will be distributed as widely as possible. A least one membership meeting, a series of geographic committee meetings, and a planning committee meeting will be held to plan future goals and evaluate current programs.

The Automation program's goal is to increase the effectiveness of service offered by both the MRC and the small public libraries in the system by providing services which would otherwise not be available to them. The program will consist of two components. One will provide online searches in response to reference queries made by patrons at the Major Resource Center and for system library patrons through the System Office. Searches will be conducted by library staff and patrons themselves. This service is not otherwise available to the general public in this system. The other program component is the purchase of two microcomputers for use in two system libraries. The microcomputers will be used for administrative functions. Libraries will demonstrate local commitment to the project by supplying the software and workstation furnishings.

The Collection Development program aims to strengthen the book collections of the system libraries by providing professional guidance and support in selecting titles and offering substantial discounts on cooperative book purchases. The program consists of two major components: general book purchasing and a specialized book purchasing program. In the general book purchasing program, system libraries will purchase quality titles to meet local needs for general collections and for disadvantaged populations. Catalog cards and processing costs may be included. In the specialized book purchasing program, each library will be allocated funds at one of three levels according to the population served. The expenditure of these funds will be addressed in a written proposal following guidelines issued by the system. Funds must be used to improve a particular section of the book collection, justifying the need in the proposal. Each library, except the Major Resource Center, will receive $140 in journal subscriptions to assist them in the selection of quality materials.

The goal of the Consulting program is to provide professional consultation and technical assistance in all areas of library administration to the libraries in the system service area. Regular consultation with the system libraries will be provided by on-site visits to each library by each consultant during the year. The coordinator will also be available for special consultations as requested, when particular problems arise, and when new directors are appointed. Consultation by telephone and by mail will be available continuously. Consulting activities to Real County, which has no library service, will continue. The Collection Development Consultant will evaluate three collections, to include not more than one member library. A collection of professional books and brochures will be available for loan from the system office to provide system librarians materials on library administration, programming, and management.

The Continuing Education program supplies continuing education opportunities in order to train and inform system librarians of current information which will assist them in administering their libraries. To provide these opportunities, three full day workshops and three Institute of Management Training modules will be furnished. Topics and types of workshop to be presented were decided by system librarians through a questionnaire and by vote at geographic committee meetings.

The objective of the Film Services program is to make available 16mm films of high quality and varied subject matter to all library users in the system service area. Thirty-three libraries will participate in a film circuit, with packets of 16mm films provided on a rotating basis. The Media Consultant will select and purchase films for the circuit to replace those that have become worn or dated. A collection of in-house films of special interest, unsuitable for the circuit, will be available on a spot booking basis to system libraries. Purchases of films will continue in the area of Spanish language films, health and safety films, and social issue films. A mini-circuit of Christmas films will continue during that season for 35 libraries with new films added to replace or expand the holiday collection. Four 16mm film projectors will be purchased for the system member libraries.

The Limited English Speaking program will assist four libraries to service their Hispanic populations. The program will provide materials, facilities, and equipment for tutoring and reading in ESL training for communities with limited English speaking populations. Adult basic education materials in Plato format will be available in San Antonio Public Library branches which serve predominantly Hispanic communities to assist in developing their English and life coping skills. Pearsall Public Library will offer only ESL classes, while Uvalde County will direct one-third of their funds towards the ESL audience. Lytle will use one-half of their allotted funds for ESL classes. The Collection Development Consultant will visit all libraries new to the program at least once during the year.

Six libraries will be assisted by the Literacy program to provide their facilities, materials, and support for the tutoring of adults who are functionally illiterate. Libraries may apply for two consecutive years of literacy funding by annually submitting a proposal showing how the funds will be spent to support a literacy program in the library. Programs may support ABE or GED classes to be held in the library.

The Rotating, Deposit, and Extension Services program makes available 35mm filmstrips of high quality and of varied interest to all library users in the system service area. Interested system libraries will participate in the filmstrip circuit implemented in FY1986. Each packet will consist of approximately nine titles and will rotate every month. The special interest in-house filmstrip collection will continue to be spot-booked. No additional filmstrips will be purchased due to financial constraints and a higher priority given to other non-print formats by system libraries. A filmstrip projector will be purchased for a new system member library.

The function of the Videocassette Services program is to make available videocassettes of high quality and of varied interest to all library users in the system service area. Interested system libraries will participate in a videocassette circuit implemented in FY1985. The packets will rotate on a monthly basis. Additional videocassettes will be purchased to develop more packets; to serve libraries added to the circuit; and to expand the number of titles in each packet. The videocassette selection policy developed by a committee of system libraries in FY1984 will be used by the Media Consultant when making selections. Updates to the videocassette circuit catalog will be provided to the system libraries by the Media Consultant.

Appendix D

TEXAS STATE LIBRARY
LORENZO DE ZAVALA STATE ARCHIVES AND LIBRARY BUILDING
BOX 12927, AUSTIN, TEXAS 78711

Texas State Library
and Archives Commission

Dorman H. Winfrey
Director and Librarian

MEMORANDUM

TO: Interlibrary Loan Center Directors
System Coordinators
Interlibrary Loan Librarians

FROM: Edward Seidenberg, Manager
Texas State Library Communications Network (TSLCN)

DATE: December 17, 1986

SUBJECT: Guidelines for FY 1988 Interlibrary Loan Contracts

As required by state grant management regulations, public libraries must submit a grant application in order to receive an interlibrary loan contract. Your completed application should be received by March 2, 1987. Please contact me if your application will be late. This will allow time for the applications to be reviewed and processed. By June 1987, I will notify you of the staffing and budget levels I am recommending for FY 1988.

These guidelines are prepared in accordance with Attachment M, Office of Management and Budget Circular A-102, and the Uniform Grant and Contract Management Standards promulgated in August, 1982 by the Governor's Office of Budget and Planning.

There are no significant changes in these guidelines from last year.

In addition to submitting this application, we ask that you submit the required Financial Status Reports (Forms 269 and 269a) for your FY87 contracts as close to the deadline as possible. These forms contain valuable financial data and are helpful in projecting the budget for the following year.

In most Centers the rate of growth of transactions seems to be very close to the productivity gains we have achieved through better hardware and software. Therefore, it is unlikely that the total number of staff in these contracts will increase. However, there may need to be some reassignment of staff from one or two centers to others to account for changing growth rates. We would like to accomplish any staff reductions in the best way possible. We will try to work with you to accomplish this. If you wish to discuss any ideas, please call me; I would be happy to hear your thoughts and give you my perceptions.

1836-1986

AN EQUAL OPPORTUNITY EMPLOYER

Administration	(512) 475-2166	(STS 822-2166)	Information Services Division	(512) 475-2996	(STS 822-2996)
Administrative Services	(512) 475-6657	(STS 822-6657)	Library Development Division	(512) 475-4119	(STS 822-4119)
Archives Division	(512) 475-2445	(STS 822-2445)	Local Records Division	(512) 475-2449	(STS 822-2449)
Data Processing	(512) 475-1521	(STS 822-1521)	Records Management Division	(512) 454-2705	—
Division for the Blind and Physically Handicapped	(512) 475-4758	(STS 822-4758)			

GUIDELINES FOR FY 1988 INTERLIBRARY LOAN CONTRACTS

REQUIRED DOCUMENTS

To be in compliance with Attachment M, the following standard forms (Appendix A) must be submitted as parts of your interlibrary loan grant:

1. **Application for Assistance, Part I, Standard Form 424**, which in effect is the authorization for application from the city administration. Note the following variances from the instructions printed on the Standard Form 424:

    a. Block 5. Substitute for the "Federal Employer Identification Number" the "State Vendor Identification Number" which is assigned by the Texas Comptroller's Office.

    b. Block 10. Type in the name of your regional library system.

    c. Block 11. Type in the population of your regional library system.

    d. Block 23. This block must bear the signature of the city manager, mayor, or other official of the city government who is empowered to enter into agreements binding upon the municipality serving as the Interlibrary Loan Center. The form must be signed before we issue a contract.

    e. Section III. Omit Section III in its entirety.

2. **Application for Assistance, Part II**. **Project Approval Information**. You may disregard this form entirely as it is not applicable to your application.

3. **Application for Assistance, Part III**. **Budget Information**. This is designed to collect budget data. Because the State Library will project estimated performance data to determine your level of staffing and operating budgets, you may not be able to complete all the line-items on this form. Instead, the data that is requested under Section F will enable us to estimate your 1987 expenses.

    This means that if you do not try to project your 1988 performance levels, you will not be able to estimate certain expenses (for example: the "Supplies" and "Other" categories which include postage, printing, telephone and OCLC). Thus, there will be some blanks in the budget you submit. Since your budget for these costs depends on how large your volume is, you may choose simply to supply the data requested in Section F.

    If you desire to project your 1988 performance and expenses, you should detail all of the assumptions and calculations which you use. These can be shown as separate sheets, and the cost figures can be entered on the Part III form. However, the State Library will continue to make an assessment of the volume of your business and its costs.

    Under Section F "Other Budget Information," the State Library is requiring the following information. You may find it more convenient to supply the information on the enclosed forms. You may add additional comments or provide all information in a narrative format.

a. Appendix B: Personnel Cost Estimates

Provide complete details for each interlibrary loan employee. Show their current job title, their pay group and step in the city classification system, and whether they are a full time or part time employee. Salary and fringe benefit information should include the best known estimate of anticipated salary, merit or longevity increases.

Please check with the appropriate city office to obtain their best estimate of the cost of living pay increase which is anticipated for local fiscal year 1988. Use this percentage in computing the expected salary. Please submit written documentation from the city office generating the estimate if the cost of living increase exceeds 5 percent.

If you are requesting any job reclassifications, you should show the current and requested job titles. In a separate narrative, you should fully explain the reclassification request, showing how it will improve the project objectives. However, it is unlikely that we will authorize any job reclassifications unless they are part of a city-wide reclassification program.

b. Personnel

(1) For each position funded by the grant, include a current job description which includes job duties and educational requirements or experience equivalents.

(2) Please include your city's official pay schedule showing the steps and amount of salary for library positions.

(3) Please include a written statement that describes your library's policies regarding both "step" increases and merit raises.

c. Appendix C: Expenditures for First Five Months of Current Contract

This form can be used to supply the requested information on certain expense categories. If your accounting system can supply the actual expenditures, use those figures. If your accounting system cannot supply this data, please use your best estimate of the five month costs.

You should note any extraordinary expenditure pattern (for example, purchasing postage, supplies or printing for the whole year during the first five months).

d. Appendix D: Estimates of Funds Needed

You may use this form to supply your best estimate of the following costs for 1988:

1. Audit: To assist in projecting this cost, enter the actual cost of your FY 1986 audit, if known. If 1986 audit cost is not yet known, simply estimate your 1988 cost.

2. Equipment Service Contracts: Contact your maintenance contractors to get their estimate of the cost of service agreements for 1988. Show the quantity and type of equipment and cost.

3. Membership Fees: Estimate the costs of institutional membership in local or state consortia. Identify each of the consortia and describe the membership benefits that will be received. If other departments at the library receive benefits from the membership, identify the percentage of membership to be charged to the interlibrary loan contract.

4. Travel: Estimate your 1988 travel costs for the trips indicated.

5. Capital Purchases: Identify the items of capital equipment you wish to purchase. To purchase any capital items, you must follow the formal procedures necessary to receive prior approval.

6. Other Expenses: Identify other items or services that you need. Explain these in the narrative section of your application.

7. Indirect Charges: Indirect charges may be charged to the grant at the rate currently stipulated in the city's indirect cost plan. If the city does not have an indirect cost plan, then indirect charges must be based on the Governor's Office Indirect Cost Computation Table. Please indicate the basis or rate to be used.

4. **Application for Assistance, Part IV. Program Narrative.** This application requires a narrative description of the program of service. Your narrative should follow the instructions for this section (see page 7 of Appendix A).

You should discuss and possibly revise your service goals. You should discuss problems you are encountering and how you plan to solve them. If you propose new services or different approaches, you should describe and justify them fully as stated in the printed instruction form. If you plan to perform specific activities, such as conducting consultation visits or workshops, you should identify them. If you wish to propose a reduction and reorganization of your staffing levels, include it in this section.

The scope of the interlibrary loan program is limited to taking and filling requests, in accordance with the TSLCN Operations Manual, and performing necessary administrative tasks. Your program narrative should indicate that ILL contract staff are not performing any activities that are part of the program of service of the system grant or the local library (e.g., the MRC). These will be considered outside of the scope of this interlibrary loan contract. These include activities paid for by the system grant or your local library to which ILL staff regularly devotes time during their normal working hours. Examples of such prohibited activities are: choosing and ordering materials for a system's "fast-fill" project; serving on system or local library committees not related to ILL; working at a public service desk; packaging and mailing system materials; answering system telephone calls; preparing detailed acquisition recommendation lists; working on library association functions; planning social activities; providing instruction in the use of the library; conducting library tours; compiling bibliographies of holdings; and training non-ILL staff on OCLC.

Activities such as writing a short newsletter column or attending some system meetings are considered as interlibrary loan activities since their purpose is to communicate with the client group. Those activities which are administrative in nature (e.g., attending staff orientation meetings, preparing statistical reports, taking vacation or personal leave, and filling out personnel forms) are considered within the scope of the contract since they are the general activities which must be undertaken by employees in most cities. In addition, activities which are designed to communicate problems, trends and issues to system or local library staff (e.g., passing along topics or titles to collection development staff for purchase; notifying technical services of problems encountered with OCLC records; briefing system consultants on your impressions of a particular library) are considered within the scope of the contract as long as the ILL staff are not expected to provide detailed or complex assistance.

In summary, it is important to recognize that your narrative description will be used as your statement of the "scope" of this grant. Only if the State Library approves your scope, will you be authorized to perform the specified activities. Any other activities will be outside the scope of the project and must receive our official approval before they are undertaken. You may wish to review the section of the grant procedures manual dealing with scope changes (pages 40-42).

5. Application for Assistance, Part V. Standard Assurances. Each city must certify compliance in its application with the Standard Assurances, Part V. These assurances are mandated by both state and federal governments. The certification is accomplished when the appropriate city official signs Block 23 in Part I of the form.

Library Services and Construction Act

Title I

PUBLIC LIBRARY SERVICES FOR DISADVANTAGED POPULATIONS

GRANT APPLICATION GUIDELINES

Library Development Division
Texas State Library
September, 1986

INTRODUCTION

Public Library Services for Disadvantaged Populations is a grant award program administered by the Texas State Library and funded by Library Services and Construction Act (LSCA) Title I.

The federal government grants Title I monies to states to develop a variety of public library services, among them services to people who do not often use the library and whom the LSCA describes as socially, economically, or culturally disadvantaged.

The Texas State Library administers LSCA funds and with, the guidance of the LSCA Advisory Council and the approval of the Library and Archives Commission, designs and monitors all subgrant programs.

Texas Civil Statutes, Article 4413 (32g) Uniform Grant and Contract Management Act governs financial management of all grant monies.

TIMETABLE
for
SFY 1988 LSCA Public Library Services for the Disadvantaged Populations Grants

September, 1986	Application guidelines mailed.
April 1, 1987	Applications due at the Texas State Library.
May, 1987	LSCA Advisory Council meeting: proposals presented to the Council for review & recommendation.
June, 1987	Applicants notified of staff recommendations to Commission.
June-July, 1987	Texas State Library and Archives Commission approves grant awards.
September 1, 1987	Projects begin.
December 31, 1987	Financial Status Report due at Texas State Library.
March 25, 1988	Financial Status Report and Semi-Annual Evaluation Report due at the Texas State Library.
June 27, 1988	Financial Status Report due at Texas State Library.
August 31, 1988	Projects end; all funds to be obligated.
September 26, 1988	Financial Status Report and Final Evaluation Report due at the Texas State Library.
November 30, 1988	All obligations to be liquidated.
December 30, 1988	Financial Status Report due at the Texas State Library.
	Final Audit Report - 180 days following close of local fiscal year.

PROGRAM DESCRIPTION

Purpose and Scope

To develop library services to meet the special needs of and to encourage library use by:

- Unemployed persons
- Children of migrant workers (including their families)
- People for whom English is a second language
- People with incomes below poverty level
- People over 65 (including residents of nursing homes and the homebound)
- Adults with less than a 12th grade education (including high school dropouts)

To give such services impetus to generate local funding and community support so that appropriate services for these groups become normal library services.

This grant is limited to services to the six groups of people listed above. Applicants must design programs for one, and only one, of these groups.

Racial and ethnic minorities are not listed. They may, however, constitute a significant sub-population of the targeted groups and applicants are encouraged to design programs for the groups listed above with this in mind.

Throughout these guidleines the terms "community" or "group" mean the one group from the list above which the applicant has chosen to serve.

Eligible Applicants

Public libraries and public library systems, through their governing authority (city, county or corporation) with a library or branch library acting as service provider.

Public libraries and public library systems, through their governing authority, with a library or a library branch acting as the fiscal agent and host for a cooperative project with other agencies or other types of libraries.

Funds Available

A total of $500,000 will be available for the Public Library Services for Disadvantaged Populations grant program.

Applicants may apply for one level of funding only.

Length of Funding

This grant program will fund projects for one state fiscal year: September 1, 1987 - August 31, 1988.

Length of Funding (Cont.)

Applicants who receive funding in FY 1988 may apply for funding the following year to extend their 1988 projects. The second application will be evaluated with the same criteria as all new applications.

Fundable Activities

This grant program will fund costs for staff, equipment, capital expenditures, materials, and professional services needed:

- to take library services, materials and activities into the community
- to create new services in the library which will attract members of that community into the library
- to educate in library school (if the grant recipient's governing agent has authority to do so) staff who are members of the disadvantaged group
- to train and develop all library staff and volunteers in appropriate ways to provide service to the community.
- to develop a structure for a complex service project (example: information and referral system) which may not provide services during the funding year, but intends to do so with local funding the following year.

CRITERIA FOR AWARD

This grant program is competitive. To choose which of many projects to fund, the Library Services and Construction Act Advisory Council will score proposals on eleven components which the council and state library staff believe are key factors in successful services to disadvantaged populations. The total possible score is 100. The factors are:

Percentage of Population

Percentage the disadvantaged group is of the population served by the library or branch library which will provide the services. (0 - 10 points)

Need

The applicant describes clearly the need for proposed new and different services; has verified that the community wants these services (e.g., by doing a community survey or by involving individuals or community organizations in project planning, etc.); and provides documentation of community involvement in designing the proposed services. (0 - 15 points)

or

For Services to Persons over 60 in Resident Facilities or Community Centers
The applicant describes the need for proposed services; has verified that the custodians in the institution agree to and help plan the proposed services; and provides documentation that the custodians will cooperate.

Objectives	The applicant defines objectives which are measurable; demonstrates how project objectives will help meet the objectives of the local library funding agency (and/or objectives of any other local agency involved in the project); and presents a reasonable method to collect data. (0 - 10 points)
Services	The applicant describes services, programs, activities, material to be purchased; shows how these meet the community's documented needs described above; and describes how new activities will be introduced into existing services and to existing staff. (0 - 15 points)
Staffing	The applicant has already selected potential staff and volunteers for the grant project, or presents official job descriptions for hiring staff during the grant year who have these characteristics: they have status in the community, speak the language of the community, demonstrate enthusiasm about working with the community, and possess the necessary skills to do the job; the applicant has made a plan and included expenses for training or sending to library school (if the governing agency has authority to do that) personnel who are members of the targeted group and lack necessary skills. (0 - 10 points)
Advertising	The applicant submits a plan for advertising the new services, activities, and materials; the plan uses a variety of techniques; and includes community lines of communication. (0 - 5 points)
Timetable	The applicant presents a timetable for project activities within the fiscal year, i.e., a list of actions with a date by which they will be accomplished; and provides verification that facilities will be available, equipment and materials delivered, staff hired and trained in time to carry out the activities as planned. (0 - 5 points)
Expenses Justified	The applicant fully explains number of staff and their pay classification, equipment, operating costs, etc.; justifies costs for capital equipment or leasing in terms of the situation, supplier, or prevailing conditions; the costs seem reasonable to achieve project objectives. (0 - 10 points)
Local Funding	The applicant offers local support for the grant project (matching funds in cash or in-kind services); and integrates local resources in the grant project, (e.g., assigns locally funded staff to the project). (0 - 10 points)
Evaluation	The applicant presents a method to evaluate the impact of the project on the library; on the community; and on any cooperating group. (0 - 5 points)
Cooperation	The applicant planned the project with some other agency (another public agency, a volunteer organization, a community organization); negotiated an agreement on who would do what during this project; and submits the agreement. (0 - 5 points)

APPLYING CRITERIA TO APPLICATIONS

The LSCA Council will compare all applications to this criteria. Council members will use a standard form to evaluate the applications. (See Appendix A)

Ranking

For ten factors LSCA Council members will assign a ranking of zero through five to indicate if the applicants addressed that issue not at all, partially, or completely.

They will multiply the rank number by a weight which indicates the relative importance of each factor: the product will be the score for that factor.

$$\underset{\text{rank}}{1\ 2\ 3\ 4\ \boxed{5}} \times \underset{\text{weight}}{3} = \underset{\text{score}}{15}$$

Scoring

Scoring for the factor, PERCENTAGE OF POPULATION will be assigned by state library staff using this method. Percentages above 50% will receive 10 points. Percentages up to and including 50% will be computed by the formula: % divided by 100 times 10 times the weight.

Example: 22%: $\frac{22}{100} = .22 \times 10 = 2.2 \times \underset{\text{weight}}{2} = 4.4$

Council Discretion

Grant awards will be made to applications with the highest scores. Council members may indicate that they do not recommend funding a particular proposal regardless of the number of points it receives. If two-thirds of the reviewers so indicate, the proposal will not be recommended for funding.

Awards for grants to provide services for disadvantaged populations will be made to projects the council believes will provide good, effective, long term services. If council members believe few or no proposals meet the standard, they may choose to recommend award only part or none of the available $500,000.

APPLICATION REQUIREMENTS

All grant applications must be submitted on federal forms called APPLICATION FOR FEDERAL ASSISTANCE Attachment M. (All these forms, with full instructions, are in the Application Kit attached to these guidelines.) With the exception of Part IV, the forms dictate what information is needed and where to put it. Organization of Part IV, Program Narrative is more open. Below are some suggestions for doing Part IV successfully.

Project Identification

Begin the narrative by fully identifying the project. Provide all the information requested on the sheet, in the application kit, called Project Identification.

Population Statistics

Follow exactly the instructions for the Project Identification sheet to determine the population statistics for the one group you have chosen to serve and for the service area of the library.

Begin by defining the service area of the library building which will provide the services. Large municipal or county systems should plan proposals around a member or a branch library. The service area for a branch or member library would be defined by census tract names, for a county library by county name, for town library by town name.

Statistics Source

The population figures used in grant applications should be the most current figures available from a public source. Figures for the total population in the service area and for the number of the targeted group in the service area should both come from the same source.

The State Library recommends the following sources for each targeted group:

• Unemployed persons	Texas Employment Commission Economic Research Department TEC Building Austin, Texas 78778 (512) 463-2841
• Children of migrant workers	Migrant Education Department Regional Educational Service Centers (See Appendix B for list)
• People for whom English is a second language • People with incomes below poverty level • People over 65 • Adults with less than a 12th grade education	Regional Planning Councils (See Appendix C for list)

Narrative Content

Describe fully the actions the applicant plans, (programs, activities, materials) and in the process address every issue contained in the Evalution Criteria, preferably in the order they are listed on the Evaluation sheet.

Copies

Only one copy of each document in the application is required. The Texas State Library will make copies to give to the application readers. Please do not staple or bind the application.

Assistance The Texas State Library requests all applicants to discuss their project ideas with the State Library Special Services Consultant before they begin developing a proposal. Please call (512) 463-5476. The consultant will be available to help throughout application development.

The State Library will present workshops in several locations in the state in October and November. These workshops will highlight existing services to disadvantaged populations and will host a work session on developing successful projects. A brochure describing these workshops is attached to these guidelines.

Due Date Applications must be postmarked no later than April 1, 1987.

GRANT REVIEW AND AWARD PROCESS

State Library Staff Responsibility The State Library staff will prepare criteria sheets for each application, figure the score for the Percentage of Population section of criteria and enter it on the sheet. That score will be determined by the formula described on p. 4.

The staff will review each application to investigate the following issues:

- legal eligibility of the institution to participate in a Title I grant program;
- conformance to the federal and state regulations pertaining to Title I grants;
- inclusion of unallowable costs;
- errors in arithmetic or cost calculations;
- submission of the required forms;
- other misconstructions of the guidelines.

The staff will also raise issues and questions regarding the need, and costs of the proposals. These "staff comments" will provide the Council members with information and problems to consider. The staff comments will be provided to the Council along with the application copies.

The State Library staff will be available to offer technical assistance to Council members. Council members may obtain the personal opinions of any staff members they choose.

The staff will tabulate the results of the Council members' deliberations, report these back to the Council and to the applicants, and present the Council's work to the Texas State Library and Archives Commission for final approval.

unacceptable to the staff, a contrary recommendation will be made. The Council will be informed of this situation prior to presentation to the Commission.

If the Council sets conditions for funding a given application (e.g., reduction of project budget, revision of project objectives, change in implementation method), the State Library staff will enter into a negotiation process with the applicant to attempt to meet the Council's conditions for funding. A positive recommendation to the Commission will be contingent upon successfully completing these negotiations prior to the Commission meeting.

In the unlikely event that, for whatever reasons, the Council is unable to produce a set of recommendations for funding, the staff will use the same evaluation procedures to develop recommendations to the Commission.

LSCA Council Responsibility

Each participating LSCA Advisory Council member will review all grant applications, with a rating form for each application. Exception: No Advisory Council member whose employing agency has submitted an application or who stands to benefit directly from an application will evaluate that application.

To obtain further information or opinions on any of the applications submitted, Council members will contact each other and/or members of the State Library staff. Reviewers will not have any direct contact with any of the applicants. All negotiations with the applicant will be conducted by State Library staff.

Council members will consider and assess the strengths and weaknesses of any proposed project only on the basis of the document submitted. Considerations of geographical distribution, demography, type of library, or personality should not influence the assessment of a proposal.

Each Council member will evaluate the proposals based on the weighted criteria. Should a reviewer believe that a proposal is not worthy of funding, he/she may specify that it is not recommended. If 2/3 of reviewers do not recommend a proposal for funding, it will not be considered, regardless of its point rating. In addition, if a proposal fails to receive a median and a mean score of at least 50 points, it will, except in unusual circumstances, not be recommended for funding.

Decision Making Process: Step 1

Each participating LSCA Council member will submit a rating form for each of the applications which incorporates the criteria and points provided in Section I. G. of these guidelines. The State Library staff will total the number of points on each form. Using

Decision Making Process: Step 1

Each participating LSCA Council member will submit a rating form for each of the applications which incorporates the criteria and points provided in Section I. G. of these guidelines. The State Library staff will total the number of points on each form. Using the point totals for each application, the median will be computed. (The median is located such that one-half of the scores are greater than the median and one-half are lower. It is more useful than the mean because it is less subject to distortion due to extremely large or extremely small scores.)

The applications will then be ranked according to the median scores.

Staff will compile all written comments and the scores for each application. These compilations will be sent to the applicants, Advisory Council members and other interested persons with the funding recommendations report.

Step 2

Starting with the highest ranked application, the staff will begin awarding the grant funds. The staff will go down the ranked list awarding funds until either:

- insufficient funds remain to fully fund a proposal; or
- two or more proposals are tied, having received identical scores.

Step 3

If there are insufficient funds remaining to fully fund the next application, the staff will negotiate with the applicant. The staff will describe the situation to the applicant, explaining that their proposal is next in line to be funded, but the requested amount of money is not available. The applicant could either:

- agree to accept the lesser amount and, if necessary reduce the level of activity to be conducted:
    - if this is acceptable to the staff, that applicant will be awarded the lesser amount.
    - if that reduction in activity is unacceptable to the staff and negotiations are at a standstill, that applicant will be awarded no funds. Staff will then consider the next proposal on the list and negotiate with them, if necessary.
- not agree to reduce the amount requested (staff would then consider the next proposal on the list).

Step 4 In the event that ties occur in the ranked listing of applicants, the following procedures will be followed.

- In the case of two proposals tied with the same score:
    - if there are sufficient funds available to award grants to both applications, this will be done;
    - if there are not enough funds to award grants to both applicants, the staff will initiate negotiations with the applicant requesting the least amount of money. The negotiations will proceed as detailed in Step 3. Should negotiations with both of the tied applicants prove unsuccessful, staff will go to the next proposal on the list.
- In the case of more than two proposals tied, the decision will be referred back to the LSCA Advisory Council for resolution. The Council members who participated in the process will receive the set of alternative decisions which could be made with the funds available. They will rank these alternatives in the order of desirability. These ranks will be compiled and the alternative(s) with the highest median score will be awarded funds. This process will probably be conducted by a mailing to the Council members outlining the decisions to be made and by telephoning the members to obtain their ranking recommendations. Should this process break down, the TSL staff will exercise its judgment in making the award.

Step 5 The announcement of the grant recommendations will be sent to the applicants, the LSCA Advisory Council, and other interested persons.

In addition to this announcement, the compilation of reviewer scores and comments will be provided.

Step 6 The funding recommendations will be presented to the Texas State Library and Archives Commission for approval. This will be done in an open meeting prior to September 1, 1988.

PROJECT ADMINISTRATION AND MANAGEMENT

Applicants who receive a Public Library Services for Disadvantaged Populations grant will be required to administer the grant project according to the Uniform Grant and Contract Management Standards.

The Library Development Division of the Texas State Library has prepared a Guide to Uniform Grant and Contract Management Standards: A Procedures Manual for the purpose of orienting subgrantees to the reporting, financial, contractual, and auditing requirements of the Texas State Library grants. All recipients of Texas State Library grants will receive a copy of the Procedures Manual.

Meanwhile, applicants must agree to meet the management standards when they apply for a grant. Also, some of the contract regulations must be followed in the application itself. Below is a summary of the standards; topics which must be addressed in the application are marked with an asterisk (*).

Basic Cost Principles

Office of Management and Budget Circular A-87 "Costs Principals for State and Local Governments" sets forth the guidelines and policies governing costs applicable to grants with state and local governmental units.

Allowable

Allowable costs may be charged to the grant. These costs include:

- ACCOUNTING
- ADVERTISING
- ADVISORY COUNCIL
- AUDIT SERVICES
- BONDING
- BUILDING LEASE MANAGEMENT
- CENTRAL STORES
- COMPENSATION FOR PERSONAL SERVICES
- COMMUNICATIONS
- DEPRECIATION AND USE ALLOWANCE
- DISBURSING SERVICE
- EMPLOYEE FRINGE BENEFITS
- EMPLOYEE MORALE, HEALTH AND WELFARE COSTS
- EXHIBITS
- LEGAL EXPENSES
- MAINTENANCE AND REPAIR
- MATERIALS AND SUPPLIES
- MEETINGS AND CONFERENCES
- MEMBERSHIPS, SUBSCRIPTIONS AND PROFESSIONAL ACTIVITIES
- MOTOR POOLS
- PAYROLL PREPARATION
- PERSONNEL ADMINISTRATION
- PRINTING AND REPRODUCTION
- PROCUREMENT SERVICE
- REFERENCE MATERIAL
- TAXES
- TRAINING AND EDUCATION
- TRANSPORTATION
- TRAVEL

Unallowable Costs

An unallowble cost is any cost which cannot be charged to the grant. These costs include:

- BAD DEBTS
- CONTINGENCIES
- CONTRIBUTIONS AND DONATIONS
- ENTERTAINMENT
- FINES AND PENALTIES
- GOVERNOR'S EXPENSES
- INTEREST AND OTHER FINANCIAL COSTS
- LEGISLATIVE COSTS
- UNRECOVERY OF COSTS UNDER GRANT AGREEMENTS - any excess costs for one grant agreement is not chargeable to another grant agreement

***Prior Approval Costs**

Prior approval cost is a cost for which the grantee must obtain written permission from the Texas State Library before committing or expending funds. These include:

- AUTOMATIC DATA PROCESSING
- BUILDING SPACE AND RELATED FACILITIES
  - a) rental costs
  - b) maintenance
  - c) rearrangements and alterations
  - d) depreciation and use allowance on publicly owned buildings
  - e) occupancy of space under rental-purchase or a lease with option to purchase
- CAPITAL EXPENDITURES
- INSURANCE AND INDEMNIFICATION
- MANAGEMENT STUDIES
- PREAGREEMENT COSTS
- PROFESSIONAL SERVICES
- PROPOSAL COSTS

***Obtaining Prior Approval**

List all costs that require prior approval in the grant application, Part III, Section F, Line 23. If approved, these costs will be included in the contract which constitute the grant agreement. During the grant year, grantees may request, in writing, permission from the State Library for prior approval costs not listed in the contract. The State Library will amend the grant agreement to allow the expenditure, if appropriate.

Matching Standards

Matching support may be in the form of cash or in-kind services. Those claiming matching funds should document their calculations of in-kind contributions. Volunteer services may be counted as cost sharing or matching if the service is an integral and necessary part of an approved program. Time and attendance records must be kept if the services are to be considered part of the cost sharing or matching support.

Time and Attendance Records

The subgrantee must retain time and attendance records for reimbursement of personnel services. Reimbursement of prorated personnel services may be charged to the grant account if the percentage of time expended on the grant program is clearly specified on the time and attendance records. Where subgrantees do not have an established method to document time and attendance records, Form 391-1 should be used. (Appendix D)

Record Retention

The subgrantee must maintain financial records and other evidence pertaining to all costs incurred and revenues or other applicable credits in accordance with generally accepted accounting principles. Records must be retained for a period of five years and shall be made available to the Secretary of Education and the Comptroller General of the United States and the State of Texas or

Record Retention Continued their duly authorized representatives for the purpose of audit and examination of any books, documents, papers and records of the subgrantee at all reasonable times during the five year retention period.

Interest Interest earned on LSCA grant funds at the subgrantee level shall be refunded to the Texas State Library.

***Indirect Costs** If a subgrantee has an indirect cost plan or cost allocation plan on file, the subgrantee may be reimbursed for indirect costs based on the approved rate. However, if there is no plan currently in effect, the subgrantee may use a lump sum for overhead based on the Indirect Cost Computation Table. (Appendix E)

Program Income Program income is defined as gross income earned by the grantee from grant supported activities. Program income must be added to grant funds and reported in the quarterly Financial Report, Form 269. All program income must be expended or obligated by the end of the grant period, August 31, 1988.

Cash Depositories Grant funds must be deposited in a bank with FDIC insurance coverage and any balances exceeding FDIC coverage must be collaterally secure. Consistent with the national goal of expanding opportunities for minority business enterprises, subgrantees are encouraged to use minority banks.

Financial Reporting Subgrantees are required to periodically provide the following financial reports to the Texas State Library.

- The Financial Status Report (Form 269)
- The Supplemental Financial Status Report (Form 269a)
- Request for Advance or Reimbursement (Form 270)

Request for Advance or Reimbursement The Request for Advance or Reimbursement (Form 270) is to be used by the subgrantee to request grant payment to cover project expenses for an appropriate period of time. Subgrantees are encouraged to request payments at least monthly.

Financial Status Reports Financial Status Reports (Forms 269 and 269a) must be submitted to the Texas State Library according to the following schedule:

Reporting Period	Reports Due
September 1 - November 30	December 31, 1987
December 1 - February 29	March 25, 1988
March 1 - May 31	June 27, 1988
June 1 - August 31	September 26, 1988
September 1 - November 30	December 30, 1988

Budget Revision Procedures

Subgrantee must submit, in writing, a request for a budget revision when:

- The project's scope or objectives are changed.
- Cumulative transfer(s) of funds among direct cost categories exceed five percent (5%) of the total budget.
- An expenditure of grant funds involves a cost requiring prior approval.

Such changes, if approved, entail modification of the original contract through a letter of concurrence signed by the subgrantee official and the appropriate Texas State Library official. Scope changes do not require a letter of concurrence.

Evaluation Reports: Requirements

Subgrantees must also submit two program evaluation reports on forms provided by the State Library. Performance measures should be based on the measurable objectives stated in the grant application.

These reports must include:

- Progress made toward attaining objectives as outlined in the approved grant application.
- Community response
- Major activities and an assessment of the program's success.
- Organizational and operational problems encountered.

Performance Reports are due at the State Library according to the following schedule:

Reports Due Dates

Reporting Period	Report Due
September 1 - February 29	March 25, 1988
March 1 - August 31	September 26, 1988

Grant Close-Out Procedures

All funds must be expended and/or encumbered by August 31, 1988, the project's ending date. All encumbrances are to be liquidated by November 30, 1988. The final audit is due at the Texas State Library 180 days following the close of the city/county fiscal year. The final evaluation report is due at the Texas State Library on September 26, 1988.

Property Management

Property can only be acquired if provided for in the grant agreement or in a budget revision. The following guidelines summarize the major rules governing property management.

Property Management	• Each project must maintain and submit an inventory of all nonexpendable personal property having a unit acquisition cost of three hundred dollars ($300) or more and having a useful life of more than one year. Reports should be filed within 30 days of property receipt. • All personal property, which includes equipment and library materials acquired with funds from this grant and having a unit acquisition cost of one thousand dollars ($1,000) or more, shall become the property of the Texas State Library should the library cease to be a system member library. • All proposed equipment purchases must have prior approval by the Texas State Library. Proposed equipment purchases must be listed in the application.
Procurement	The grantee's existing procedures for procurement of supplies, equipment and services will be acceptable, providing that they conform to OMB Circular A-102, Attachment O.
Audits	All cities or counties receiving Texas State Library grants must submit a single audit. The audit verifies that grant funds were expended and/or obligated as of August 31, 1988 in accordance with the terms of the contract, and that all obligations were liquidated by November 30, 1988. A single audit includes all funds received "directly from federal agencies as well as those federal and state funds received through state agencies." The audit shall be done in accordance with Title I, Section 5.167 of the Texas Administrative Code (TAC), Attachment P, OMB Circular A-102.
Due Date	The audit report is due at the State Library 180 days following the close of the city/county's fiscal year.
*Expenses	The cost of auditing grant funds is an allowable prior approval expense. It must be listed in the application, Part III.
Accountant	All audits must be conducted by an independent certified accountant or a public accountant licensed by the Texas State Board of Public Accountancy.
Audit Exceptions	Any audit exceptions will result in grant refunds to the Texas State Library.

Audit Appeals

If a subgrantee wishes to appeal an audit exception, the procedure outlined in Rule 1.122 of the Rules for Administering the Library Systems Act should be followed.

Disclaimer and Acknowledgements

Any publication or presentation resulting from or primarily related to the work conducted under this contract shall contain the following disclaimer:

- The activity which is the subject of this report was supported in whole or in part by the U.S. Department of Education. However, the opinions expressed herein do not necessarily reflect the position or policy of the U.S. Department of Education and no official endorsement by the U.S. Department of Education should be inferred.

Promotional materials, bibliographies, and other such short pieces should give the following acknowledgement:

- Published with funds granted under the Library Services and Construction Act, Title I (P.L. 84-597, as amended).

Copyrights

If this project produces copyrightable material, the subgrantee is free to copyright the work but the Texas State Library reserves a royalty-free, non-exclusive, and irrecovacble license to reproduce publish or otherwise use and to authorize others to use the work for government purposes.

Copies

Two copies of any publication or presentation resulting from this contract must be submitted to the Texas State Library.

Applicant ______________________

EVALUATION SHEET

	Circle rank number if: Response meets the standard		Multiply by Weight		Score
	Partially … Completely				
1. PERCENTAGE OF POPULATION ____		x	2	=	____
2. NEED	0 1 2 3 4 5	x	3	=	____
3. OBJECTIVES	0 1 2 3 4 5	x	2	=	____
4. SERVICES	0 1 2 3 4 5	x	3	=	____
5. STAFFING	0 1 2 3 4 5	x	2	=	____
6. ADVERTISING	0 1 2 3 4 5	x	1	=	____
7. TIMETABLE	0 1 2 3 4 5	x	1	=	____
8. EXPENSES JUSTIFIED	0 1 2 3 4 5	x	2	=	____
9. LOCAL FUNDING	0 1 2 3 4 5	x	2	=	____
10. EVALUATION	0 1 2 3 4 5	x	1	=	____
11. COOPERATION	0 1 2 3 4 5	x	1	=	____
			Total Score		____

Recommendation: Fund ☐ Do not Fund ☐

Comments ____

____

Appendix F

TEXAS STATE LIBRARY
LORENZO DE ZAVALA STATE ARCHIVES AND LIBRARY BUILDING
BOX 12927, AUSTIN, TEXAS 78711

Texas State Library
and Archives Commission

Dorman H. Winfrey
Director and Librarian

MEMORANDUM

TO: State Institution Library Administrators DATE: September 8, 1986

FROM: Barbara S. Crosby
Continuing Education Consultant

RE: CENTRALIZED ACQUISITIONS FOR STATE INSTITUTIONS PROGRAM

The Texas State Library has money available to fund the Centralized Acquisitions for State Institutions Program. Under this program TSL allots money to each participating institution to purchase books and audio-visual materials for its resident library. Institutional Librarians select material to purchase; the State Library Technical Services Department performs all acquisition work from selecting vendors to balancing the budget.

To participate in this program, you must complete and file with the State Library two documents:

1. State Funds Expenditure Report, FY 1986
2. Survey of Library Services to Residents, FY 1986

Submitting these forms automatically earns $400 for your institution. If you report state funds expended on library materials for residents during FY 1986, your institution will receive an additional allotment determined by a matching fund grant formula.

I have mailed these forms to the person responsible for your resident library. I hope you will support that person in the difficult job of collecting information to complete the grant application. If you have any problems or questions, please call me at 512/463-5476.

You will receive, in early November, notice of your allotment and instructions and forms for ordering material, if you return the completed application to me by October 15.

Please Note: Return these forms by OCTOBER 15, 1986 to:

Barbara S. Crosby, Special Services Consultant
Texas State Library
Box 12927/Capitol Station
Austin, Texas 78711

1836-1986

AN EQUAL OPPORTUNITY EMPLOYER

Administration (512) 475-2166 (STS 822-2166)
Administrative Services (512) 475-6657 (STS 822-6657)
Archives Division (512) 475-2445 (STS 822-2445)
Data Processing (512) 475-1521 (STS 822-1521)
Division for the Blind and Physically Handicapped (512) 475-4758 (STS 822-4758)
Information Services Division (512) 475-2996 (STS 822-2996)
Library Development Division (512) 475-4119 (STS 822-4119)
Local Records Division (512) 475-2449 (STS 822-2449)
Records Management Division (512) 454-2705 —

TEXAS STATE LIBRARY

CENTRALIZED ACQUISITION FOR
STATE INSTITUTIONS PROGRAM
Application

STATE FUNDS EXPENDITURE REPORT
September 1, 1985 - August 31, 1986

Please report only state funds expended for library services to residents. Do not include federal funds; do not include state library grant funds; do not include grant funds of any kind; do not include donations. Report agency funds expended for library services to residents.

If your institution expended no state funds on the resident library, put zeroes in the column below and return this form anyway. The Centralized Acquisitions program grants $400 to every institution that submits an application.

* * * * *

RESIDENT LIBRARY EXPENDITURES FOR FY 1985 FOR

_______________________________________, _______________________
(Name of Institution) (Agency)

Salaries and Wages.	$ ________________
Books and Periodicals	$ ________________
Audiovisual Materials	$ ________________
Office Equipment.	$ ________________
Audiovisual Equipment	$ ________________
Other Expenses.	$ ________________
Contracts (please specify).	$ ________________
	________________
TOTAL	$ ________________

NAME (signature) ____________________

SUPERVISOR ____________________

NAME (typed or printed) ____________________

SUPERVISOR (typed or printed) ____________________

TITLE ____________________

TITLE ____________________

Please return one signed copy of this report by October 15, 1986 to Barbara S. Crosby, Library Development Division, Texas State Library, Box 12927, Austin, Texas 78711. Thank you for your prompt attention and cooperation.

TEXAS STATE LIBRARY

CENTRALIZED ACQUISITION FOR
STATE INSTITUTIONS PROGRAM
Application

SURVEY
OF
LIBRARY SERVICES TO RESIDENTS OF STATE INSTITUTIONS
September 1, 1985 - August 31, 1986

Note: To be eligible to receive an acquisitions grant for FY 1986 the institution must submit this survey to the Texas State Library by October 15, 1986.

____________________	____________________
NAME OF INSTITUTION	AGENCY
____________________	____________________
NUMBER OF RESIDENTS (exact figure)	TYPE OF FACILITY

CHARACTERISTICS OF RESIDENTS SERVED

Please check the category or categories which best describe your residents.

Mentally Retarded	________	Chronically Ill	________
Blind or Visually Impaired	________	Mentally Ill	________
Physically Handicapped	________	Delinquent	________
Deaf	________	Prisoners	________
		Other (Describe)	________

Please give exact figures, or your best estimate of the number of residents who belong to the following age and ethnic groups.

Ages 0 - 4	________	Native American	________
5 - 13	________	Oriental	________
14 - 24	________	Black	________
25 - 64	________	White	________
65 +	________	Spanish-Speaking	________
		Other__________	________
TOTAL	________	TOTAL	________

I. LIBRARY SERVICES

A. Facilities

1. Does the institution operate or provide a library

for residents? YES ____ NO ____ In what DEPARTMENT? __________

for staff? YES ____ NO ____

Are these separate libraries? YES ____ NO ____

2. If the institution operates a resident library, do the library's existence and purpose have any formal documentation?

Selection policy? ____ Procedure manual? ____

Statement of intent? ____ Other? (Specify) __________________

3. Where is the library located? Bldg.____________Dept. ____________

4. How large is it? Number of sq. ft. ________________

Number of seats ________________

B. Library Staff

1. Name of person responsible for library____________________________

2. Title____

3. State Classification Job Title*______________________________

4. Number of hours per week assigned to library______________________

5. Annual Salary____

6. Education background___________________________________

a) Highest grade or degree_______________________________

b) Number of library science credits________________________

7. Number of residents working in library_____________________

8. Number of volunteers working in library___________________

9. Number of paid staff working in library___________________

*For example: Clerk III; Therapist Technician II; Librarian I.

C. Library Budget

Please list money spent or resident library from the following sources.

State Funds

from institution overall budget, or $____________

from department budget, or $____________

from library budget (if any) $____________

TOTAL State funds $____________

D. Library Programs/User Services

1. How frequently may residents visit the library?

____

Total hours per week library is open to residents _______

2. If some residents are not able to visit the library, how is service provided?

____

3. How do residents provide feedback on library services?

____

4. Are materials not owned requested for residents on interlibrary loan?

YES______ NO______

Number of requests per year____________________

5. Are the following library services offered to your residents?

Information and Reference Service YES______ NO______

Library Orientation YES______ NO______

Reader Guidance YES______ NO______

Booklist Preparation YES______ NO______

Book Cart and Bedside Book Delivery YES______ NO______

6) Does the library provide the following programs for residents?

Exhibits and Displays	YES______	NO______
Book Talks to Groups	YES______	NO______
Field Trips	YES______	NO______
Summer Reading Club	YES______	NO______
Story Telling	YES______	NO______
Discussion Groups	YES______	NO______
Film or Filmstrip programs	YES______	NO______
Recorded Music Concerts	YES______	NO______
Art or Drama Activities	YES______	NO______
Current Events Programs	YES______	NO______
Puppet Shows	YES______	NO______
Others (specify)	YES______	NO______

E. Audiovisual Equipment

Please list the number of items held on the library's inventory. Do not list equipment assigned to classrooms, etc.

a) Teaching machines________

b) 16mm film projectors_____

c) Screens__________________

d) Filmstrip projectors_____

e) Filmstrip viewers________

f) Cassette recorders_______

g) 8mm projectors___________

h) Slide projectors_________

i) Overhead projectors_______

j) Record players____________

k) Headphones_______________

l) Videocassette players_____

m) Other (specify)___________

F. Materials Inventory

1. Monographs

a) Number of volumes at beginning of year ____________

b) Number of volumes added ____________

c) Number of volumes withdrawn ____________

d) TOTAL (a+b-c) ____________

2. Periodical Subscriptions

a) Number of current periodicals subscription titles purchased ____________

b) Number of current newspaper subscription titles purchased ____________

c) Total number of subscriptions (including duplicates) purchased ____________

d) Number of donated books used ____________

e) Number of donated periodicals used ____________

3. Non-Book Materials (Please count by physical item: reel, strip, slide, tape, etc.)

	Holdings	Number of Circulations	Number of Viewers
a) Filmstrips			
b) Film loops			
c) 16mm Films			
d) Recordings (discs and tapes)			
e) Games and toys			
f) Slides			
g) Microforms			
h) Video tapes			
i) Other (specify)			

4. Circulation

a) Audiovisual Circulation Total ____________

b) Book Circulation Total ____________

c) Periodicals Circulation Total ____________

d) GRAND TOTAL CIRCULATION ____________

II. LIBRARY NEEDS

1. Please describe what are perceived to be the greatest needs of the library program.

2. Do you have a particular need or problem you would like the Texas State Library institutional consultant to provide aid and information about?

3. When is a convenient time for the TSL consultant to visit you?

Signature of person completing this form

Printed or typed name of person completing this form

Position of person completing this form

Telephone number

Date

3004/LRP.B48-55

Appendix G

TEXAS STATE LIBRARY
LORENZO DE ZAVALA STATE ARCHIVES AND LIBRARY BUILDING
BOX 12927, AUSTIN, TEXAS 78711

Texas State Library
and Archives Commission

Dorman H. Winfrey
Director and Librarian

MEMORANDUM

TO: Directors of Major Urban Resource Libraries (MURLs)

FROM: MURLs Project Manager

DATE: January 1, 1987

SUBJECT: MURLs Grant Program for SFY 1988

Attached to this memo you will find the guidelines for the Texas State Library's MURLs Grant Program for SFY 1988. The program, as described in the guidelines, is very similar to the grant program that most of you are currently participating in. However, there are some important changes described in section II of the guidelines which you will want to be aware of in considering application.

Please note that we are requiring a Notice of Intent to apply be sent to us by April 1, 1987. The application itself will be due on May 1, 1987.

I would be happy to consult with you or with members of your staff concerning any aspect of the MURLs Grant Program for SFY 1988. Please feel free to contact me (512/463-5532) with your questions.

JS:cg/bc
3002.2/MURL.MEMO

Enclosure: FY 88 MURLs Grant Guidelines

1836-1986

AN EQUAL OPPORTUNITY EMPLOYER

Administration	(512) 475-2166	(STS 822-2166)
Administrative Services	(512) 475-6657	(STS 822-6657)
Archives Division	(512) 475-2445	(STS 822-2445)
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Division for the Blind and Physically Handicapped	(512) 475-4758	(STS 822-4758)
Information Services Division	(512) 475-2996	(STS 822-2996)
Library Development Division	(512) 475-4119	(STS 822-4119)
Local Records Division	(512) 475-2449	(STS 822-2449)
Records Management Division	(512) 454-2705	—

TIMETABLE
for
SFY 1988 MURLs GRANT PROGRAM

January 1, 1987	Application guidelines mailed.
April 1, 1987	Notice of intent to apply due at the Texas State Library.
May 1, 1987	Applications due at the Texas State Library.
June-July, 1987	Texas State Library and Archives Commission approves grant awards. Contracts mailed to approved applicants.
September 1, 1987	Program begins.
December 31, 1987	Financial Status Report and Quarterly Performance Report due at the Texas State Library.
March 25, 1988	Financial Status Report and Quarterly Performance Report due at the Texas State Library.
June 27, 1988	Financial Status Report and Quarterly Performance Report due at the Texas State Library.
September 26, 1988	Financial Status Report and Quarterly Performance Report due at the Texas State Library.
November 30, 1988	All obligations to be liquidated.
December 30, 1988	Financial Status Report due at the Texas State Library.
(180 days following close of municipal fiscal year)	Single Audit due at the Texas State Library.

3002.2/MURLS.TIME

APPLICATION GUIDELINES
SFY 1988 MURLs GRANT PROGRAM

I. Program Description

The MURLs Grant Program is designed to implement the provisions of the Library Services and Construction Act (P.L. 98-480) as amended in 1984. Section 102, subsection (a), clause (3) of the Act stipulates that a portion of Title I may be used "for supporting and expanding library services of major urban resource libraries which, because of the value of the collections of such libraries to individual users and to other libraries, need special assistance to furnish services at a level required to meet the demands for such services." The Act goes on to state that "no grant may be made under clause (3) of this subsection unless the major urban resource library provides services to users throughout the regional area in which the library is located." Subsection (c) of Section 102 stipulates that libraries receiving MURLs grants must be located in cities having populations of 100,000 or more. Subsection (c) also stipulates the minimum percentage of Title I funds to be used to make MURLs grants.

In accordance with the provisions of LSCA as interpreted by the Department of Education, the Texas State Library will make grants to Texas public libraries meeting the following criteria:

1) be a public library in a city of 100,000 or more according to the most recent U.S. Census figures or U.S. Census estimate;

2) have a collection of 100,000 or more book volumes;

3) allow any person on-site use of the collection or reference services of all library facilities without charge; and

4) provide verification that services have actually been provided without charge to persons living outside the local political subdivision(s) that financially support(s) the library.

II. Application Procedures

A. Notice of Intent: MURLs are required to submit a Notice of Intent to apply for a MURLs grant to the Texas State Library by April 1, 1987.

The Notice of Intent form is included in these guidelines as Appendix A. Besides providing notification of intent, the form will also provide the Texas State Library with the performance measures being considered to document services to non-residents. MURLs submitting Notices of Intent will subsequently be provided with notification of the amount of funding for which they may apply, taking into account the MURLs which chose not to submit Notices of Intent.

B. Application for Assistance: The application for the MURLs Grant Program in SFY 1988 will be due at the Texas State Library on May 1, 1987. The application must be in accordance with OMB Circular A-102, Attachment M and the Uniform Grant and Contract Management Standards issued in August, 1982 by the Governor's Office of Budget and Planning. To be in compliance with Attachment M, the following standard forms (provided as Appendix B) must be used in making application for the MURLs Grant Program:

1. Application for Assistance, Part I, Standard Form 424, which in effect is the authorization for application from the MURL city or county. Portions of the form have been filled out or marked "NA". Note the following variances from the instructions printed on the Standard Form 424:

    a. Block 5. Substitute for the "Federal Employer Identification Number" the "State Vendor Identification Number" which is assigned by the Texas Comptroller's Office. State Vendor ID Numbers are listed for each MURL city in Appendix C.

    b. Blocks 10,11. List the name of the library system of which your library is a member and the population served by that system (See Appendix D for Populations Served by Regional Library Systems in SFY 1986).

    c. Block 13. Subsequent to March 1, 1987, you will be notified of the amount of MURLs grant funding for which you may apply for SFY 1988.

    d. Block 23. This block should bear the signature of the city manager, mayor, county judge, or other official of city or county government who is empowered to enter into agreements binding upon the MURL.

    e. Section III. Omit Section III in its entirety.

2. Application for Assistance, Part II. Project Approval Information. You may disregard this form entirely as it is not applicable to your application.

3. Application for Assistance, Part III, Budget Information. This form must be completed in its entirety except for the blocks and sections which are designated as "Not Applicable." In Section A, lines 1 and 5, and columns a, e, and g should be used to indicate the total amount of funds being applied for.

In Section B, a detailed grant budget should be provided under columns 1 and 5. Any allowable cost which is necessary to carry out the purposes of the MURLs Grant Program (i.e., services to non-residents) may be budgeted for in Section B. Unallowable costs, which may not be budgeted for in Section B are as follows:

- BAD DEBTS
- CONTINGENCIES
- CONTRIBUTIONS AND DONATIONS
- ENTERTAINMENT
- FINES AND PENALTIES
- GOVERNOR'S EXPENSES
- INTEREST AND OTHER FINANCIAL COSTS
- LEGISLATIVE COSTS
- UNRECOVERY OF COSTS UNDER GRANT AGREEMENTS - any excess costs for one grant agreement are not chargeable to another grant agreement

In completing Section B, costs should be assigned to the categories shown in the left-hand column. Library materials should be assigned to category (e), "Supplies." Questions about the assignment of costs to the categories in Section B may be referred to the MURLs Project Manager at the Texas State Library.

In making applications for a MURLs grant, you may subtract audit costs and indirect charges from the total amount of funding available for your library and include them as separate budget items in Section B. Audit costs should be assigned to category (f), "Contractual". Indirect charges should be budgeted for in (j). Audit procedures are described in Part IV. of these guidelines.

The following types of costs may be budgeted for in Section B, but their purchase requires specific prior approval of the Texas State Library. This prior approval would be specified in the MURLs grant contract. Prior approval costs include:

- AUTOMATIC DATA PROCESSING
- BUILDING SPACE AND RELATED FACILITIES
  - a) rental costs
  - b) maintenance
  - c) rearrangements and alterations
  - d) depreciation and use allowance on publicly owned buildings
  - e) occupancy of space under rental-purchase or a lease with option to purchase
- CAPITAL EXPENDITURES
- INSURANCE AND INDEMNIFICATION
- MANAGEMENT STUDIES
- PREAGREEMENT COSTS
- PROFESSIONAL SERVICES (including audits)
- PROPOSAL COSTS

Any prior approval costs included in the grant budget (Section B) must be itemized in Section F (see below).

Program income (line 7 of Section B) is defined as income earned by the grantee as a direct result of grant supported activities. Any anticipated program income should be shown in line 7.

Section C is not applicable to the MURLs Grant Program.

In Section D, indicate on line 13 and 15 the anticipated expenditure of grant funds over each quarter of SFY 1987.

Section E is not applicable to the MURLs Grant Program.

Under Section F, Other Budget Information, the applicant is required to provide clarification if indirect charges will be claimed by the city or county in #22. Indirect charges may be charged to the grant at the rate currently stipulated in the city or county's indirect cost plan. If the city or county does not have an indirect cost plan, then indirect charges must be based on the Indirect Cost Computation Table (Appendix E). Please indicate in Section F the basis or rate used to compute the indirect charges shown in Section B. Under #23, "Remarks" applicants must itemize all prior approval costs included in the MURLs grant budget (e.g., audits, equipment). The itemization should include the number of items to be purchased (where applicable), their unit cost (where applicable), and the total cost of the prior approval item(s). Attach an additional page to Part III if necessary.

4. Application for Assistance, Part IV., Program Narrative. In writing a Program Narrative, applicants must adhere to the format specified in the Instructions to Part IV. The Program Narrative must also include all of the information stipulated in the Instructions to Part IV. Of particular importance is Section 3b. of the Program Narrative in which the applicant must make quarterly projections of program accomplishments. These statistical projections might include, for example, the number and kinds of library materials purchased with MURLs funds, in addition to the number and kinds of services provided to non-residents during the quarter. In Section 3c applicants will need to describe the methodology they will use to gather data on services to non-residents. In Section 4 applicants should indicate the regional library system of which they are a member. Applicants may omit Section 5, which is not applicable to the MURLs grant program.

5. Application for Assistance, Part V., Standard Assurances. Each governing authority of a MURL must also certify compliance with the Standard Assurances, Part V. of the Application. These assurances are mandated by both the state and federal government. You are not required, however, to return the Standard Assurances. When the appropriate official signs block 23 of Standard Form 424, the official is certifying that the city or county will comply with all five parts of the application, including the Standard Assurances.

IV. Program Administration Requirements

A. Introduction

In accepting a MURLs Grant, the subgrantees will be responsible for managing and administering the grant project in accordance with the Uniform Grant and Contract Management Standards of the State of Texas. The Library Development Division of the Texas State Library has prepared a Guide to Uniform Grant and Contract Management Standards: A Procedures Manual for the purpose of orienting subgrantees to the reporting, financial, contractual, and auditing requirements of the Texas State Library grants. All recipients of Texas State Library grants will receive a copy of the Procedures Manual. The following information summarizes the grantees responsibilities in administering MURLs Grants.

B. Performance Reporting

Participants in the MURLs Program must make Quarterly Performance Reports which indicate progress made toward meeting performance objectives relating to materials purchased with grant funds and services provided to non-residents. The performance objectives will be based upon quantitative information submitted in this regard in Part IV. of the Application for Assistance (see above). A form will be provided for participants to make their Quarterly Performance Reports. Reports will be due at the Texas State Library on December 31, 1987, March 25, 1988, June 27, 1988, and September 26, 1988.

C. Time and Attendance Records

The subgrantee must keep and retain time and attendance records for reimbursement of personnel services. Reimbursement of prorated personnel services may be charged to the grant account if the percentage of time expended on the grant program is clearly specified on the time and attendance records. This topic is discussed on pages 13-17 of the Guide to Uniform Grant and Contract Management Standards.

D. Record Retention

The subgrantee must maintain financial records and other evidence pertaining to all costs incurred and revenues or other applicable credits in accordance with generally accepted accounting principles. Records must be retained for a period of five years and shall be made available to the Secretary of Education and the Comptroller General of the United States and the State of Texas or their duly authorized representatives for the purpose of audit and examination of any books, documents, papers and records of the subgrantee at all reasonable times during the five year retention period.

E. Property Management

Property can only be acquired if specific prior approval is given in the grant contract. The following guidelines summarize the major rules governing property management:

- Each project must submit and maintain an inventory of all nonexpendable personal property (including library materials) having a unit acquisition cost of three hundred dollars ($300) or more and having a useful life of more than one year. Inventory reports must be filed with the Texas State Library within 30 days of property receipt. Forms are provided to grantees for this purpose.

- All proposed equipment purchases must have prior approval by the Texas State Library. Proposed equipment purchases must be listed in the application.

- Use and disposition of all property acquired under the grant will be in accordance with OMB Circular A-102, Attachment N, and Texas statutes regarding property accounting. This topic is discussed in the Guide to Uniform Grant and Contract Management Standards prepared by the Texas State Library.

- The grantee's existing procedures for procurement of supplies, equipment and services will be acceptable, providing that they conform to OMB Circular A-102, Attachment O. This topic is addressed in more detail in the Guide to Uniform Grant and Contract Management Standards.

F. Grant Payments

To draw funds against their contract accounts, MURLs subgrant contractors must submit to the Texas State Library a completed form 270, "Request for Advance or Reimbursement," to cover projected expenses for an appropriate period of time. The subgrantee may request funds in anticipation of expenditures, but only for those expanditures which are anticipated to fall due within 30 days of receipt of funds.

G. Budget Revision Procedures

MURLs subgrantees must request a budget revision:

1. When cumulative transfers exceed 5% of the total contract amount.

2. When there is a change in the scope of the program or method of implementing the project, including a change in project objectives.

A budget revision request may be made by letter to the Texas State Library. If a revision under number 1. above is requested, modification of the contract is necessary through a letter of concurrence initiated at the Texas State Library and signed by the appropriate subgrantee governing official.

H. Standards for Financial Management Systems

OMB Circular A-102, Attachment G, delineates financial management standards applicable to the MURLs Grant Program.

I. Financial Status Reports

Financial Status Reports must be submitted to the Texas State Library according to the following schedule:

December 31, 1987
March 25, 1988
June 27, 1988
September 26, 1988
December 30, 1988

J. Grant Close-Out Procedures
All funds must be expended and/or obligated by August 31, 1988. All obligations are to be liquidated by November 30, 1988. The final audit is due at the Texas State Library 180 days following the close of the local fiscal year. OMB Circular A-102, Attachment L, gives additional guidelines.

K. Audit Requirements

1. The cost of the audit of grant funds is an allowable expense if provided for in the contract. An audit will be required to verify that all grant monies were expended and/or obligated as of August 31, 1988, in accordance with the terms of the contract and that all obligations were liquidated by November 30, 1988.

2. All audits must be conducted by an independent certified public accountant or a public accountant licensed by the Texas State Board of Public Accountancy.

3. Recipients of MURLs grants must utilize the single audit procedure as follows:

   a. Each grant must be identified in the single audit report by its unique contract number.

   b. All audits must be conducted in accordance with the provisions of OMB Circular A-102, Attachment P and OMB compliance supplements.

   c. Single audits must be received no later than 180 days following the local fiscal year during which the grant was received.

L. Audit Appeals
If a subgrantee wishes to appeal an audit exception, the appeals procedure outlined in Rule 4.12 of the Rules and Regulations for the State Library System should be followed. A copy of the procedure will be provided to subgrantees as a part of their contract packet.

Attachments

Appendix A:	Notice of Intent to Apply for a MURLs Grant
Appendix B:	Application for Assistance Forms and Instructions
Appendix C:	State Vendor ID Numbers
Appendix D:	Populations Served by Regional Library Systems
Appendix E:	Indirect Cost Computation Table

Appendix H

GENERAL INFORMATION AND PREAPPLICATION GUIDELINES
TITLE II, CONSTRUCTION PROGRAM
OF THE
LIBRARY SERVICES AND CONSTRUCTION ACT

Texas State Library
1987

TIMETABLE
for
FFY 1987 LSCA Title II Grant Program

March 1987	Guidelines and preapplications available to public libraries upon request.
May 1, 1987	Preapplications due at the Texas State Library.
June 1987	Texas State Library and Archives Commission selects recipients of Title II grants. Applications mailed to selected recipients.
August 1, 1987	Applications due at the Texas State Library.
August 31, 1987	Contracts are signed between recipients and the Texas State Library.
August 31, 1990	All grant funds must be expended by recipients.
November 30, 1990	Final audit of grant funds due at the Texas State Library.

GENERAL INFORMATION AND PREAPPLICATION GUIDELINES
Title II, Construction Program
of the
Library Services and Construction Act

I. INTRODUCTION: The Texas State Library announces the availability of public library construction grant funds appropriated for FFY 1987 under Title II of the Library Services and Construction Act. This application packet provides general information about the grant program and guidelines for preapplication for Title II grants.

II. GENERAL CRITERIA FOR GRANT AWARDS:

A. Established libraries submitting applications must meet the criteria established by the Texas State Library for membership in the Texas Library System.

B. Applicants proposing to initiate service with the new facility must furnish certification that they will meet the criteria established by the Texas State Library for membership in the Texas Library System when the facility opens for service.

C. If the proposed application is for the construction, purchase, an addition to, or remodeling of a main library, the facility must meet the minimum gross square footage requirements set forth in Wheeler and Goldhor's Practical Administration of Public Libraries, 1981. However, the table below from Wheeler and Goldhor has been modified to permit construction of a facility no smaller than 5,000 square feet.

POPULATION SIZE**	GROSS SQUARE FEET PER CAPITA
Under 10,000	.7 or 5,000 sq. ft., whichever is greater.
10,000 - 34,999	.6
35,000 - 99,999	.5
100,000 - 199,999	.4
200,000 - 499,999	.35
500,000 and up	.3

** Population size will be based upon the library's service area, as assigned under the Rules for Administering the Library Systems Act.

D. If a proposed facility cannot meet the minimum requirements set forth in C above, the Texas Library Association's Standards and Guidelines for Texas Public Libraries, 1983, may be used. However, no facility less than 5,000 square feet will be recommended for funding.

E. If the proposed application is for construction, purchase, remodeling or addition to a branch, the branch may be no smaller than 5,000 square feet.

F. The maximum grant award which may be applied for will be in accordance with the following table:

Population** Size	Maximum Grant for Main Library Construction or Purchase	Maximum Grant for an Addition to Existing Facility	Maximum Grant for Branch Construction or Purchase	Maximum Grant for Remodeling of Existing Facility
Under 10,000	$100,000	$ 50,000	$ -0-	$ 25,000
10,000 - 34,999	$200,000	$100,000	$ -0-	$ 50,000
35,000 - 99,999	$300,000	$150,000	$100,000	$ 75,000
100,000 - 199,999	$400,000	$200,000	$100,000	$100,000
200,000 and up	$500,000	$250,000	$100,000	$125,000

** Population size will be based upon the library's service area for State Fiscal Year 1987, as assigned under the Rules for Administering the Library Systems Act.

G. All local funds (from governmental or private sources) for construction projects must be deposited with and disbursed by the local governmental unit (i.e., city or county).

H. Applicants must show a match for the LSCA Title II grant at least equal to the amount of the grant. The project cost may include in-kind contributions, as long as applicants are able to furnish adequate documentation for computing the cost in accordance with Attachment F, OMB Circular A-102, "Uniform Administrative Requirements for Grants-in-Aid to State and Local Governments." However, projects with a cash match will receive higher funding priority.

I. No more than one construction project per applicant will be approved for funding.

J. There is no prohibition from awarding more than one Title II grant to libraries within a particular county, so long as the grants are awarded to different governmental entities. Members of federated library systems may apply for Title II grants. Their population will be determined as the municipal population plus a prorated portion of the county's population, as specified in Rule 1.71 of the Rules for Administering the Library Systems Act.

K. A Title II grant will not be awarded to libraries which evidenced poor performance on past state-funded Title I, Title II, and Title III projects, as measured by timely and complete adherence to all fiscal and program requirements.

L. Applicants must notify the appropriate State Planning Region or Clearinghouse of their intent to apply for a construction grant and to forward a copy of the preapplication for comment and review on same from the Region or Clearinghouse to the State Library.

M. All grant administration policies will be based on Office of Management and Budget Circular A-87, A-102, and HHS Guide OASC-10, as modified by the Uniform Grant and Contract Management Act of 1981. The grant program is also subject to federal rules and regulations in 34 CFR 770, 34 CFR 76, 34 CFR 74 (particularly Procurement Standards), 34 CFR 75.600-616 under authority of the Library Services and Construction Act as amended by P.L. 98 - 480. A number of these compliances are listed in Appendix A of this document.

N. In addition to the final audit and periodical expenditure data, Title II grant recipients will be required to furnish the State Library copies of the following documents:

(1) Library Building Program, developed by the library building consultant;
(2) Site survey drawing;
(3) Soil investigation or exploration report;
(4) An opinion signed by a legal counsel describing the interest the applicant has or will have in the site and certifying that the estate or interest is legal and valid;
(5) A set of preliminary and final plans and specifications;
(6) Preliminary and final furniture, equipment, and shelving requirements;
(7) Name and address of project architect;
(8) Name and address of library building consultant;
(9) Tabulation of all bids;
(10) Copies of all contracts.

III. PREAPPLICATION PROCESS FOR GRANT AWARDS:

The timetable listed on page 1 of these guidelines provides important dates in the selection process for grant awards. Preapplications must be postmarked no later than May 1, 1987 to be considered for an FFY 1987 grant award. Preapplications will be rated according to a system which awards points based on four criteria. These criteria are: 1) Whether the proposed facility will serve an unserved or recently unserved county; 2) The type of construction project proposed; 3) The relative need for additional space according to the Texas Library Association's Standards and Guidelines for Texas Public Libraries; and 4) The percentage of the estimated project cost to be paid for with local funds which is available at the time of preapplication.

The rating system, based on the four criteria, will be as follows:

1. UNSERVED COUNTY - 10 points.

The proposed construction project is in a county presently without public library service, or in a county which has established service in the past three years.

2. TYPE OF CONSTRUCTION PROJECT - 25 point maximum.

A.	Construction of a new central library facility or purchase of an existing building to be converted to a central library facility.	25 points
B.	Addition to an existing central library facility.	20 points
C.	Construction of a new branch library facility or purchase of an existing building to be converted to a branch library facility.	15 points
D.	Remodeling of an existing library building.	5 points

3. LIBRARY SPACE NEEDS - 50 point maximum.

To what extent does the combined gross square footage of existing library facilities (main, branches) fall short of the Texas Library Association standard?

A.	0 - 10 percent of standard	50 points
B.	11 - 20 percent of standard	45 points
C.	21 - 30 percent of standard	40 points
D.	31 - 40 percent of standard	35 points
E.	41 - 50 percent of standard	30 points
F.	51 - 60 percent of standard	25 points
G.	61 - 70 percent of standard	20 points
H.	71 - 80 percent of standard	15 points
I.	81 - 90 percent of standard	10 points
J.	91 - percent of standard	5 points

4. FUNDING AVAILABLE - 40 point maximum.

What percentage of the project's total estimated cost to be paid for with local funds is available at the time of preapplication?

A.	90 - 100 percent of local funding available	40 points
B.	75 - 89 percent of local funding available	30 points
C.	50 - 74 percent of local funding available	20 points
D.	25 - 49 percent of local funding available	10 points
E.	0 - 24 percent of local funding available	5 points

Applicants should note the following with regard to this grading system:

1. The maximum points any project may be awarded is 125.

2. With reference to the "Unserved County" criterion, the term "public library" shall be defined according to Chapter A, Section 2(1) of the Library Systems Act, which reads as follows: "'Public library' means a library operated by a single public agency or board that is freely open to all persons under identical conditions and receives its financial support in whole or in part from public funds." Also, the phrase "without public library service" will carry the same definition as stipulated in Rule 1.94 of the Rules for Administering the Library Systems Act.

3. With reference to the "Library Space Needs" criterion, the Texas Library Association standard for total square footage of public library facilities is as follows:

Population served by library	Minimum space requirements
0 - 1,999	5,000
2,000 -	5,000 square feet or .75 square feet per person, whichever is greater.

The standard has been amended to be consistent with the general criterion for Title II grant projects which stipulates 5,000 square feet as the minimum size of a public library facility. The standard has also been amended to exclude portable or mobile facilities (bookmobiles, book stations, etc.) from the calculation of total square footage of public library facilities. The figure for "population served" will be based upon the library's service area, as assigned under the Rules for Administering the Library Systems Act for State Fiscal Year 1987.

4. With reference to the "Funding Available" criterion, the phrase "total estimated cost to be paid for with local funds" will refer to all project costs requiring a cash outlay from local sources. In-kind contributions from local sources will be excluded from this calculation. Included in the project costs may be any allowable costs included in the project budget (see Section IV, Preapplication Guidelines, for information on allowable costs).

5. With reference to the "Funding Available" criterion, the term "available" will refer to funds appropriated by a local government from local or Federal Revenue Sharing sources, funds deposited and readily available for the proposed project, written commitments to fund the proposed project from individuals or legally established organizations (foundations, corporations, Friends groups, etc.), authority for local governments to sell bonds or certificates of obligation to finance the proposed project, or approval of loans from government or private lending institutions to finance the project. Such funds or written commitments shall be those available at the time of preapplication.

When all applications have been received subsequent to May 1, 1987, the State Library staff will review them for compliance with all guidelines and instructions. Applications will then be rated. Finally, the applications will be ranked according to the total points received.

The staff recommendation to the State Library and Archives Commission for funding of Title II preapplications will consist of the highest ranked preapplications, up to the limit of funds available in FFY 1987. If available funds are insufficient to fully fund a proposal after the highest ranking proposals have been fully funded, the staff will enter into negotiations with the applicant in question to determine if a lesser amount would be acceptable to both parties. If either party cannot agree to the lesser amount, the staff will open negotiations with the next applicant on the ranked list. This process will be continued until all funds are awarded.

In the event that two proposals receive identical grades, and funds are not sufficient to fund both, the staff will recommend award of the funds (if sufficient) to the applicant requesting the least amount of Title II funding. If funds are insufficient to fund this proposal, the staff will enter into negotiations with the applicant as described above. Any funds remaining after an award is made to this applicant will be cause for negotiations with the other applicant in question. If these negotiations are unsuccessful, the staff will enter into negotiations with the next applicant on the ranked list.

Once the staff has determined its recommendations, the recommendations will be documented and presented to the State Library and Archives Commission. The Commission will then act upon the staff recommendations in determining the grant awards.

IV. APPLICATION AND CONTRACTING PROCESS:

Following Commission action on award of the grant funds, successful applicants will be mailed the Application for Federal Assistance for Construction Programs along with instructions. This application will be due at the Texas State Library on August 1, 1987.

Any problems with the application will be referred by staff to the applicant. Once applications are in order, contracts will be prepared and mailed to the applicant. Contracts must be signed by August 31, 1987.

If, for any reason, an application cannot be approved or a contract cannot be executed, the preapplication selection procedures described above will be utilized to award the funds to another applicant or applicants.

V. PREAPPLICATION GUIDELINES:

The Preapplication for Federal Assistance, along with instructions, can be found in Appendix B.

The Preapplication for Federal Assistance is used to: (1) establish communications between the State Library and the applicant; (2) determine the applicant's eligibility; (3) determine the ranking of this project using the procedure outlined above; and (4) eliminate any proposals which have little or no chance for federal funding before applicants incur significant expenditures for preparing an application.

The Preapplication for Federal Assistance must be fully completed and returned to the Texas State Library by May 1, 1987. Preapplications will be reviewed by State Library staff for compliance with preapplication instructions prior to being graded and ranked.

In addition to the instructions provided with the preapplication forms in Appendix B, note the following guidelines before completing the preapplication.

1. **Standard Form 424.**

   1.1 Question 3. An identifier number, if assigned by the regional planning commission, or council of government reviewing the preapplication, will be included in this block.

   1.2 Question 6. The catalog number in the Catalog of Federal Domestic Assistance for the LSCA Title II project is 84.154.

   1.3 Question 20. Please cite "The Texas State Library and Archives Commission, Box 12927, Austin, Texas 78711" in the block as the agency to receive the request.

   1.4 Question 23. This block should bear the signature of the city manager, mayor, or county judge who is empowered to enter into agreements binding upon the city or county government.

   1.5 Question 24-38. Omit this section.

2. **Part II.**

   2.1 Question 1, 2, 4, and 5 in all probability will not pertain to your application.

   2.2 Question 3. Each preapplication must be reviewed by the appropriate regional planning commission, or council of government. Comments from the council of government must be directed to the Texas State Library.

   2.3 Question 6-10 must be completed by the applicants, in accordance with the instructions on the form.

3. **Part III. Project Budget.**

   3.1 Furnish in Part III your proposed budget for the building project. Include other federal funds for which you are applying, as well as grants or gifts you are actively seeking from individuals, organizations, corporations, and foundations.

3.2 The Library Services and Construction Act requires that LSCA Title II funds be matched on a dollar to dollar basis. In order to satisfy this matching requirement at the state level, the State Library is requiring that each grant recipient expend an amount in cash at least equal to the amount of the federal grant. The cash match can be from a foundation grant; gifts from citizens, corporations or organizations; Friends of the Library donation; revenue-sharing funds; FHA loan; revenues from the sale of bonds or certificates of obligation, locally-appropriated funds; or combination of the above. There is no date mandating when the required matching funds must be available. If the matching requirement is not met, as determined by the audit, the local government will have to refund all or a portion of the federal LSCA grant. While Federal revenue-sharing funds to cities and counties and Federal Housing Authority (FHA) loans may be used by applicants as matching funds for the construction grant, as indicated above, no other federal funds may be used as matching funds.

3.3 Allowable Costs

The following costs may be paid from LSCA Title II funds in accordance with the Library Services and Construction Act:

a. Erection of new buildings to be used for public library facilities.

b. Expansion, remodeling, and alteration--as distinguished from maintenance and repair--of existing library buildings or buildings to be used for public library purposes.

c. Expenses--other than interest and the carrying charges on bonds--related to the acquisition of an existing building or of land on which there is to be construction of new buildings or expansion of existing buildings to be used for public library buildings.

d. Site grading and improvement of land on which these facilities are located.

e. Architectural, engineering, and inspection expenses incurred after site selection.

f. Expenses related to the acquisition and installation of initial equipment to be located in a public library facility. This equipment includes all necessary building fixtures and utilities, office furniture, and public library equipment. An applicant may not include the cost of books or other library materials.

3.4 Indirect Cost Reimbursement

The local government administering the grant funds may propose to claim reimbursement from grant funds for administrative expenses incurred so long as such reimbursement is in accordance with OMB Circular A-87.

3.5 Effective Date of Project

The effective date of a library construction project is no earlier than the date of state agency approval. Expenditures by local applicants for architect fees, site acquisition and preliminary planning costs of an approved project, made prior to the date of state agency approval are eligible as matching funds, but only if made within three years prior to the date of contract.

3.6 Supplemental Funds

Most federal programs do not allow local funds used to match one federal program to be used again to match another federal program. Each applicant must determine the specific matching requirements of the federal programs from which funding is sought and ensure that these requirements are fully met.

In accordance with 34 CFR 76.760, the following guideline prevails:

> An applicant may use funds under more than one federal library program to support different parts of the same library construction project, if it meets the following requirements:
>
> a. The applicant complies with the requirements of each federal grant program with respect to the part of the project assisted with funds under that program, and
>
> b. The applicant has an accounting system that permits identification of the costs paid for under the library construction project.

3.7 Questions 1-10 on the Project Budget

3.71 Identify in questions 1-5 all the federal grants you are seeking or have already secured. Federal LSCA grant funds should be identified in this section; grant awards varying for different sizes of libraries and different types of projects are included in the attached General Information for LSCA Title II Construction Grant Program.

The catalog number for the LSCA Title II construction program is 84.154.

3.72 Question 7 refers to estimated amounts of state-appropriated funds for which funding is sought. Since Texas has no state funds available for public library construction, a zero should be placed in the space available for your answer.

3.73 Question 8 requests the amount of funding, including the value of in-kind contributions, which the local government is contributing to the project. Local contributions may include revenues from the sale of bonds or certificates of obligation, revenue-sharing funds, city or county appropriated funds, or combination of the above. If the response to this question contains any in-kind contributions, documentation supporting the in-kind contributions must be furnished in Part IV, Program Narrative.

3.74 Identify in question 9 the amount of financial assistance, including the value of in-kind contributions, anticipated from non-governmental sources, such as foundations, monetary gifts from citizens or organizations, Friends of the Library groups, etc. Since the State Library must determine whether the cash matching requirement is met, it is necessary that any in-kind contributions be documented fully in Part IV, Program Narrative.

3.75 The Total given for question 10 should equal the total given on Standard Form 424, question 13(f).

4. **Part IV. Program Narrative**

4.1 Include a brief description of the need, objectives, method of accomplishment, geographic location of the project, and the benefits expected to be obtained from the federal assistance.

4.2 Identify the type of building project you are planning--new construction, purchase of a facility, renovation of an existing facility, or expansion of an existing facility. Identify whether the project is for a central library or branch. Include information about the current gross square feet of the applicant's central library and each branch facility. Also include information about the anticipated increase in square feet resulting from this construction project.

4.3 Include documentation of any in-kind contributions claimed from local government or other contributors. Guidelines for computing the value of in-kind contributions are contained in Attachment F, OMB Circular A-102, "Uniform Administrative Requirements for Grants-In-Aid to State and Local Governments."

4.4 Include documentation of the amount of funds available for the project at the time of preapplication (May 1, 1987). For a definition of "funds available" see Section III of these guidelines.

4.5 Include a project timetable for the construction project, indicating estimated dates by which funds will be available, date by which the library building program will be completed by a library building consultant, and the date by which preliminary drawings and specifications are to be ready. The applicant should also estimate the dates for beginning and completing construction.

4.6 Include the names of your state senator and state representative.

If questions arise during the process of completing the Preapplication for Federal Assistance, do not hesitate to contact the following person for assistance.

William D. Gooch
Assistant State Librarian
Texas State Library
Box 12927, Capitol Station
Austin, TX 78711
512/475-2166

Attachments

Appendix A	Standard and Supplemental Assurances
Appendix B	Preapplication for Federal Assistance

JS:cg/bc
3002.2/II.0-12

LIBRARY SERVICES AND CONSTRUCTION ACT

TITLE III

INTERLIBRARY COOPERATION

GRANT APPLICATION GUIDELINES

Library Development Division
Texas State Library
September 1, 1986

I. Title III Program Description

A. Purpose and Scope

LSCA Title III grants may be used:

> for planning for, and taking other steps leading to the development of, cooperative library networks; and for establishing, expanding, and operating local, regional, state and interstate cooperative networks of libraries, which provide for the systematic and effective coordination of the resources of school, public, academic and special libraries and information centers for improved supplementary services for the special clientele served by each type of library or center. (Library Services and Construction Act, P.L. 98-480).

The Texas State Library seeks to provide funding whereby improved information services at two or more types of libraries can be made available through demonstration grants. Objectives are:

1. To encourage multitype library coordination, through the administration of LSCA Title III grants, to facilitate significant cooperative ventures with potential for long term impact.
2. Provide start-up funds for interstate, statewide, regional and local networks of library and information centers, consisting of two or more types of libraries.
3. To coordinate all network developments with national, regional, and state trends and systems designs in order to develop a state-based network, including all Texas libraries, that is compatible technically and operationally with future networks.
4. To demonstrate in a regional and/or statewide library and information network, services, hardware, access procedures, or bibliographic tools that will make available the total information and informational resources of Texas libraries to the primary users of each library type, including the information resources of state government agencies.
5. To conduct demonstrations of interlibrary cooperation in accordance with standards set by the appropriate federal agencies or national associations.
6. To produce and/or provide access to union lists, cumulative indices, directories, and other bibliographic tools to facilitate rapid identification, access, and referral of significant and valuable resources.

7. To coordinate and assist in developing computer support for individual or cooperative library processing or information retrieval.

8. To demonstrate low cost communications systems between and among Texas libraries and information centers.

9. To support or conduct research, development, and evaluation in areas of statewide or interstate concern, and to disseminate information relating to those areas of concern.

(Objectives 2-9 are adaptations from the National Commission on Library and Information Science's National Program, Second Draft, Revised, pages 95-96, September 15, 1974, Washington, D.C.)

10. To provide information to the public about cooperative networks of libraries, which provide for the systematic and effective coordination of the resources of the school, public, academic, and special libraries and information centers for improved supplementary services for the special clientele served by each type of library or center.

B. Definitions

Title III Subgrants are awards of federal funds to libraries or other organizations for performance of specific activities. The Texas State Library administers the subgrants.

For the purposes of this grant, there are four "types of libraries": public libraries, academic libraries, school libraries, and special libraries. Public libraries must hold current membership in the Texas Library System. Academic libraries are those libraries operated by colleges or universities; this includes religious, vocational, and junior colleges. School libraries are those operated by or for school districts, including Education Service Centers. Special libraries are those operated by organizations which are not local governments, schools, or academic institutions.

C. Eligible Projects

Projects which involve two or more "types of libraries" in demonstrating cooperative activities are eligible for funding consideration.

Generally, it is not the intent of the LSCA Title III program to provide continuing operational funds beyond the initial demonstration period. The renovation or building of facilities is not an allowable expense. Equipment and vehicle purchases may be allowable expenses (see Section V B(1) of these guidelines). Library materials (i.e., books, periodicals, audiovisuals, etc.) may not be purchased with LSCA Title III funds.

Proposals from state agencies, state colleges or universities or any other agency that will require an Interagency Cooperation Contract are subject to prior approval by the State Purchasing and General Services Commission. Services, supplies, or materials for another agency which are required by Section 21 (constitutional items) of Article 16 of the Constitution of Texas to be supplied under contract given to the lowest bidder, and services for a period transcending the current biennium may not be included in an interagency contract. An agency cannot contract for performance of a service to another state agency when it already has statutory obligation to provide such service to that agency. Interagency agreements for an amount greater than $2,500 must be approved by the State Purchasing and General Services Administration.

D. Eligible Applicants

LSCA Title III subgrants and contracts may be awarded to the city or county governing authorities of Texas system member public libraries, academic institutions, special libraries, school districts, consortia of libraries, and organizations of libraries. Documentation must be included with the grant application indicating that two or more types of libraries will significantly participate in and be impacted by the proposed project. Applicants must discuss in detail the involvement of and the benefits accruing to the participating libraries; because these funds are designated for library projects, the role of and benefits to each type of library (as opposed to the governing institution) should be discussed in the program narrative.

E. Funds Available

A total of $462,000 is expected to be made available in LSCA Title III funds in SFY 1988 for subgrants. There is no specific allocation formula within Texas, and no predetermined limitation on the amount per project. Because only proposals which are deemed to be of sufficient quality will be recommended for funding, some of the funds may remain ungranted.

F. Length of Projects

Funding for projects will be for a 12 month period coinciding with state fiscal year 1988 (September 1, 1987 - August 31, 1988). There is no minimum length of time for project operation; however, grant funds may be obligated only during this 12 month period.

G. Criteria for Award

The following criteria will be used by the LSCA Advisory Council to evaluate Title III proposals. For several criteria, a range of points has been indicated. Where there is no range of points indicated, a proposal will be credited with all or none of the points. The total number of points is 100.

In evaluating proposals, reviewers will judge the quality of the application submitted; points will generally not be awarded for merely submitting all required proposal components.

In addition to assigning the following points to each proposal, LSCA Council members may indicate that they do not recommend funding a particular proposal regardless of the number of points it receives. If a sufficient number (generally, two-thirds) of the reviewers so indicate, the proposal will not be recommended for funding.

1) Needs

Documentation of need and inadequacy of present responses to the need.

	Points	
a.	0 - +3	description of a significant need
b.	+1	explanation of inadequacy of current responses
c.	+1	explanation of how these needs and responses were assessed
d.	+1	description of how the proposed program will help solve the problem
e.	+1	evidence of consideration of alternative solutions, and the basis for their rejection

2) Purpose

	Points	
a.	0 - +5	clear statement of purpose for proposed program
b.	0 - +10	relevance of proposal to Title III purposes
c.	+2	program purpose clearly related to the identified needs

3) Scope

	Points	
a.	+2	clear statement of which libraries/service agencies are to be involved, and how; if applicable, letters of concurrence with projects' objectives, costs, etc.
b.	0 - +3	potential for utilizing project results in other projects (+1 fair, +2 good, +3 excellent)
c.	0 - +5	relationship of the project to other library developments; priority in scope will be given in the following order: 5 statewide 3 regional 1 local 0 insignificant relationship
d.	0 - +6	significance of the project concept for library development in Texas
e.	0 - +3	degree to which project concept is innovative and workable

4) Budget

	Points	
a.	0 - +6	degree to which expenses for staff, equipment, and operating costs are justified and appropriate for the tasks proposed
b.	0 - +4	local in-kind support or cash support
c.	0 - +4	costs are appropriate to amount of services provided; cost per unit of service is reasonable

5) Staffing

	Points	
a.	0 - +4	project manager is already designated and well qualified
b.	0 - +3	project staffing is appropriate and justified

6) Plan of Operation

	Points	
a.	0 - +5	a timeline specifying when critical events must be completed within the grant period
b.	0 - +2	an organization chart or narrative that describes relationship of project staff to one another and to library management structure
c.	0 - +2	a description of facilities, equipment, and/or library materials, needed for the project and method of procurement: in-kind contribution, lease or purchase
d.	0 - +3	a description of the method of reporting project status to governing authority

7) Plan for Evaluation

	Points	
a.	0 - +6	measurable objectives which are appropriate
b.	0 - +2	methods of collecting performance data are reasonable and adequate

8) Publicity Plan

Points	
0 - +2	adequate plan for publicizing the results of the project

9) Other

Points	
0 - + 2	abstract of proposal is included
0 - + 12	Council members may award additional points at their discretion

II. Application Guidelines

A. Application Schedule

Applications for Title III subgrants should bear postmarks no later than April 15, 1987.

B. Number of Copies

Applicants are required to submit the original and two copies of their proposal. The State Library will produce the 13 copies needed for the proposal reviewers. If it is possible for applicants to submit additional copies, it will be very much appreciated.

C. Application Procedure

Application for Federal Assistance forms must be used to apply for Title III subgrants. This form is included in this application packet as Appendix B.

Part I - Standard form 424 is the standard cover form for Federal applications and includes instructions for completion of the application. Sections I and II of Part I have to be completed by the applicant. The State Library has already completed those boxes which are general to all Title III applications; the remaining boxes have to be completed with specific information pertaining to the individual application. In Block 5, the "State Vendor Identification Number" which is assigned by the Texas State Comptrollers' Office, must be substituted for the "Federal Employer Identification Number." Block 23 must be signed by an official who has authority to enter into contractual agreements.

Part II - Project Approval Information may be disregarded as it is not applicable to Title III applications.

Part III - Budget Information must be completed in its entirety except for the blocks which are designated as "NA." All costs must be categorized into the object class categories listed in Section B. If necessary, the library's expense codes have to be collapsed to fit these budget categories. Indicate in Section F - Other Budget Information, number 22, the basis or rate used to complete the indirect cost charges in Section B (j). (See also Section VI. D.(3) of these guidelines.) Also in Section F under 23 - Remarks, itemize all costs for equipment, data processing and professional services.

Part IV - Program Narrative. Although the instructions provided on this form will be helpful, it is strongly recommended that the program narrative be organized to follow the major headings and criteria set forth in Section I. G. of these guidelines. Reviewers have requested that the narrative be double-spaced. An abstract, which summarizes the key points of the proposed project must precede the program narrative. Abstracts should not exceed one paragraph in length, and should be informative and descriptive without delving into excessive detail. Each library or institution participating in the project must indicate its concurrence with the project as part of the Program Narrative. Signed letters of concurrence are required to verify the participation of two or more types of libraries in the project; such letters are not required for each member of an organization, consortium, or system of libraries if the applicant organization represents more than one type of library.

Additional application forms are available from the Texas State Library, Library Development Division, Box 12927, Capitol Station, Austin, Texas 78711.

D. Guidelines for Application Development

The following suggestions have been developed on the basis of the experiences of the SFY 1986 and 1987 granting process:

1. It is highly recommended that you contact the State Library early in your planning cycle. The State Library staff can help you by suggesting different ways to strengthen your project. You may reach the Title III Grant Coordinator by calling 512/463-5532.

2. Think your project idea through. It is not essential that your project be highly innovative. However, the reviewers will not think highly of funding a project which is part of your library's basic mission.

3. Secure the active involvement of the libraries with which you are cooperating. Do not plan the whole project by yourself and then find another type of library to sign off on the proposal. The LSCA Council reviewers have indicated that they will look unfavorably on projects which appear to really only benefit one of the participating libraries.

4. Keep the program narrative brief and to the point. Avoid being overly wordy or repetitious. Each of the reviewers will read all of the proposals, so they will appreciate your brevity.

5. Avoid technical or educational jargon. A number of the LSCA Council members are not librarians, so write your proposal so that it is clear, understandable, and readable. You may want to include a glossary of technical terms with your application.

6. Excessive appended materials and letters of support should be avoided. If your project idea is clearly explained in the proposal, you should not need to attach extra materials. Council members have indicated their dislike of having to wade through lengthy appendices.

7. Do not overbudget or underbudget. The budget will be closely examined, so your Program Narrative should explain in detail and should justify all significant purchases. Be realistic when budgeting costs such as travel, equipment, and supplies.

8. Under the Federal grant management guidelines, travel expenses may be paid from grant funds for project personnel only, that is, for persons being directly compensated by the grant. Under some circumstances, project managers not directly compensated by the grant may be eligible to travel using grant funds, but such a practice is not encouraged. Project planners would do well to consult with State Library staff in budgeting for travel.

9. Consider leasing equipment for the project period instead of purchasing it. While purchasing equipment is allowable, the Council has sometimes been reluctant to fund equipment purchases which will have a benefit beyond the grant period. This especially applies to some types of equipment such as office equipment, microcomputers, etc.

10. Consider hiring staff on a part-time or hourly basis, if your project does not really need a full-time employee. Also, it would be best to avoid splitting the salary of a current employee. For example, do not plan to pay department heads 10% of their salary from the grant to handle supervision and other administrative details; the organization may reimburse itself for employee time through its indirect cost reimbursement.

11. You may submit more than one budget request (e.g., "Level 1," "Level 2," etc.). In those cases where you are uncertain of how large a project to propose, you could submit two budgets: one for conducting the project on a small scale, the second on a larger scale. In this way, the reviewers will have some flexibility in evaluating your proposal in relation to the amount of available funds. If you decide to submit more than one budget, you will need to submit Part III (Budget Information) for each.

III. Guidelines for Reviewing and Judging Applications by the LSCA Advisory Council

A. Each participating LSCA Advisory Council member will receive all Title III grant applications, with a rating form for each application. Exception: No Advisory Council member whose employing agency has submitted an application or who stands to benefit directly from an application will evaluate that application.

B. Role of Texas State Library staff:

1. Prior to distributing the applications to the Advisory Council, the Texas State Library staff will review each application to investigate the following issues:

   -- legal eligibility of the institution to participate in the Title III grant program;

   -- conformance to the federal and state regulations pertaining to Title III grants;

-- inclusion of unallowable costs;

-- errors in arithmetic or cost calculations;

-- submission of the required forms;

-- other misconstructions of the guidelines.

The staff will also raise issues and questions regarding the need, costs, and methods of the proposals. These "staff comments" will provide the Council members with information and problems to consider.

The staff comments will be provided to the Council along with the application copies.

2. The State Library staff will be available to offer technical assistance to Council members. Council members may obtain the personal opinions of any staff members they choose.

3. The staff will tabulate the results of the Council members' deliberations, report these back to the Council and to the applicants, and present the Council's work to the Texas State Library and Archives Commission for final approval.

4. As a general rule, it is expected that the recommendations for funding developed by the Council will be presented to the Commission without any contrary staff recommendations. However, in the unlikely event that the Council recommends the funding of an application which, for legal, fiscal, or other reasons, is unacceptable to the staff, a contrary recommendation will be made. The Council will be informed of this situation prior to presentation to the Commission.

5. If the Council sets conditions for funding a given application (e.g., reduction of project budget, revision of project objectives, change in implementation method), the State Library staff will enter into a negotiation process with the applicant to attempt to meet the Council's conditions for funding. A positive recommendation to the Commission will be contingent upon successfully completing these negotiations prior to the Commission meeting.

6. In the unlikely event that, for whatever reasons, the Council is unable to produce a set of recommendations for funding, the staff will use the same evaluation procedures to develop recommendations to the Commission.

C. To obtain further information or opinions on any of the applications submitted, Council members are encouraged to contact each other and/or members of the State Library staff. Under no circumstances should a reviewer have any direct contact with any of the applicants. All negotiations with the applicant will be conducted by State Library staff.

D. The applicants for these grants should understand that their proposals will be judged only on the basis of the proposal document which they submit. Council members will consider and assess the strengths and weaknesses of any proposed project only on the basis of the document submitted. Considerations of geographical distribution, demography, type of library, or personality should not influence the assessment of a proposal.

E. Each Council member will evaluate the proposals based on the weighted criteria (Section I.G.). Should a reviewer believe that a proposal is not worthy of funding, he/she may specify that it is not recommended. If a significant number (usually 2/3) of reviewers do not recommend a proposal for funding, it will not be considered, regardless of its point rating. In addition, if a proposal fails to receive a median and a mean score of at least 50 points, it will, except in unusual circumstances, not be recommended for funding.

F. Decision Making Process
Step 1: Each participating LSCA Council member will submit a rating form for each of the applications which incorporates the criteria and points provided in Section I. G. of these guidelines. The State Library staff will total the number of points on each form. Using the point totals for each application, the median will be computed. (The median is located such that one-half of the scores are greater than the median and one-half are lower. It is more useful than the mean because it is less subject to distortion due to extremely large or extremely small scores.)

The applications will then be ranked according to the median scores.

Staff will compile all written comments and the scores for each application. These compilations will be sent to the applicants, Advisory Council members and other interested persons with the funding recommendations report.

Step 2: Starting with the highest ranked application, the staff will begin awarding the grant funds. The staff will go down the ranked list awarding funds until either:

1) insufficient funds remain to fully fund a proposal; or

2) two or more proposals are tied, having received identical scores.

Step 3: If there are insufficient funds remaining in the pool of Title III funds to fully fund the next application, the staff will negotiate with the applicant. The staff will describe the situation to the applicant, explaining that their proposal is next in line to be funded, but the requested amount of money is not available. The applicant could either:

1) agree to accept the lesser amount and, if necessary reduce the level of activity to be conducted:

    a) if this is acceptable to the staff, that applicant will be awarded the lesser amount.

    b) if that reduction in activity is unacceptable to the staff and negotiations are at a standstill, that applicant will be awarded no funds. Staff will then consider the next proposal on the list and negotiate with them, if necessary.

2) not agree to reduce the amount requested (staff would then consider the next proposal on the list).

Step 4: In the event that ties occur in the ranked listing of applicants, the following procedures will be followed.

1) In the case of two proposals tied with the same score:

    a) if there are sufficient funds available to award grants to both applications, this will be done;

    b) if there are not enough funds to award grants to both applicants, the staff will initiate negotiations with the applicant requesting the least amount of money. The negotiations will proceed as detailed in Step 3. Should negotiations with both of the tied applicants prove unsuccessful, staff will go to the next proposal on the list.

2) In the case of more than two proposals tied, the decision will be referred back to the LSCA Advisory Council for resolution. The Council members who participated in the process will receive the set of alternative decisions which could be made with the funds available. They will rank these alternatives in the order of desirability. These ranks will be compiled and the alternative(s) with the highest median score will be awarded funds. This process will probably be conducted by a mailing to the Council members outlining the decisions to be made and by telephoning the members to obtain their ranking recommendations. Should this process break down, the TSL staff will exercise its judgment in making the award.

Step 5: The announcement of the grant recommendations will be sent to the applicants, the LSCA Advisory Council, and other interested persons.

In addition to this announcement, the compilation of reviewer scores and comments will be provided.

Step 6: The funding recommendations will be presented to the Texas State Library and Archives Commission for approval. This will be done in an open meeting prior to September 1, 1987.

IV. Program Requirements

Any publication or presentation resulting from or primarily related to the work conducted under this contract shall contain the following disclaimer:

> The activity which is the subject of this report was supported in whole or in part by the U.S. Department of Education. However, the opinions expressed herein do not necessarily reflect the position or policy of the U.S. Department of Education and no official endorsement by the U.S. Department of Education should be inferred.

Promotional materials, bibliographies, and other such short pieces should give the following acknowledgement:

> Published with funds granted under the Library Services and Construction Act, Title III, P.L. 98-480.

If this contract results in copyrightable material, the subgrantee is free to copyright the work but the Texas State Library reserves a royalty-free, nonexclusive and irrevocable license to reproduce, publish or otherwise use and to authorize others to use the work for government purposes.

V. Program Administration

A. Monitoring and Reporting of Program Performance

The subgrantee agrees to submit four Project Evaluation Reports showing: (1) overall objectives of the project; (2) summary of project results; (3) specific project objectives; (4) specific project results; and (5) significant project developments. The evaluation reports are for the periods:

(1) September 1, 1987 through November 30, 1987 due December 31, 1987.

(2) December 1, 1987 through February 29, 1988 due March 25, 1988.

(3) March 1, 1988 through May 31, 1988 due June 27, 1988.

(4) June 1, 1988 through August 31, 1988 due September 26, 1988.

Project Evaluation Reports follow a specified format, the instructions for which are provided to project managers.

B. Property Management

1. The Texas State Library will not approve the purchase of automobiles for use by project personnel. Vehicles necessary to carry out a specific program (e.g., delivery van, bookmobile or media mobile) will be reviewed by the Commission on an individual basis.
2. Each project must maintain and submit an inventory of all nonexpendable personal property valued at more than three hundred dollars ($300.00). Reports should be filed within 30 days of property receipt.
3. All proposed equipment purchases must be itemized and attached to Part III of the application.

4. Use and disposition of all property acquired under the grant will be in accordance with OMB Circular A-102, Attachment N and Texas statutes regarding property accounting.

C. Procurement

The grantee's existing procedures for procurement of supplies, equipment and services will be acceptable, providing that they conform to OMB Circular A-102, Attachment O.

D. Compliance

All applicants must certify compliance with the provisions of the Rehabilitation Act of 1973, Section 504; the Civil Rights Act of 1964, Title VI; Title IX of the Education Amendments of 1972; Age Discrimination Act (42 U.S.C. 6101 et. seq.).

VI. Fiscal Administration

A. Definitions

There are three types of Title III contracts administered by the Texas State Library.

A subgrant contract is an agreement between the Texas State Library and a city or county government specifically authorized under Article 5436(c), V.C.S.

An interagency contract is an agreement between the Texas State Library and another state agency or state college or university authorized under Article 4413(32), V.C.S.

A service contract is an agreement between the Texas State Library and a private organization, firm, or individual for reimbursement of services to be performed under the terms of the contract.

B. Unallowable Costs

Building construction, renovation and library materials are not allowable costs under LSCA Title III subgrants. Expenses incurred in the preparation of the proposal are not allowable.

C. Matching Standards

Matching funds are not required, but will be viewed favorably during the proposal review process. Matching support may be in the form of cash, in-kind services, or grants from another source. Those claiming matching funds should document their calculations of in-kind contributions. Claims of matching funds and in-kind contributions from participating institutions should be documented and verifed in letters of concurrence from these institutions.

D. Cost Principles

1. Cost applicable to Title III grants shall follow the general principles established in OMB Circulars A-87, A-102, and HHS Guide OASC-10, as modified by House Bill 391, the Uniform Grant and Contract Management Act of 1981.

2. Interest earned on LSCA grant funds at the subgrantee level shall be refunded to the federal government.

3. If the applicant has an indirect cost plan on file, indirect cost may be charged to the grant at the established rate. If the agency does not have an indirect cost plan, then a rate based on the Governor's Office Indirect Cost Computation Table must be used (see Appendix C). Indirect cost reimbursement on all interagency contracts, if claimed, will be computed using this Table.

4. Travel and per diem expenses are allowable for project personnel only (see Application Guidelines II.D.8., Page 8). A subgrantee must reimburse staff travel and per diem at the rate authorized by the local government or institution.

5. The following costs are allowable, but must have the specific written prior approval of the Texas State Library: automatic data processing services or equipment, building space and related facilities, capital expenditures, insurance and indemnification and professional services. To as great extent as possible, all prior approval costs should be itemized in the grant proposal. Authorization of these costs as part of the application process constitutes prior approval, except in cases where additional justification, documentation, or other specific information may be required in order to secure prior approval for these costs. The latter situation may arise in particular with regard to data processing costs. Were additional information required to secure prior approval, the information would be sought subsequent to the award of the grant, but prior to the issuing of a contract for the grant award.

6. In addition to requiring prior approval by the Texas State Library as a professional service, the hiring of consultants under the terms of a service contract will require a finding of fact by the Governor's Office that a need exists for consulting services, when such services will exceed $10,000 per year. Consulting services under the terms of a subgrant or interagency contract do not carry this requirement.

E. Program Income

Program income accounting guidelines may be found in OMB Circular A-102, Attachment E. (Not applicable to service agreements or interagency contracts.)

F. Grant Payments

To draw funds against their contract accounts, contractors must submit to the Texas State Library a completed Form 270, "Request for Advance Reimbursement," to cover projected expenses for an appropriate period of time.

G. Budget Revision Procedures

Subgrantees must request by letter the shifting of budgeted funds:

1. when cumulative transfers exceed 5% of the total budget,
2. when there is a change in the scope of the program or method of implementing the project.

If a revision under 1. is requested, modification of the contract through a letter of concurrence signed by the subgrantee and approved by the appropriate Texas State Library official is required. If a change under 2. is requested, only the approval of the appropriate Texas State Library official is needed; a letter of concurrence signed by the subgrantee is not required. However, if the change involves a cost requiring prior approval, a contract amendment will be required.

H. Standards for Financial Management Systems

OMB Circular A-102, Attachment G, delineates financial management standards applicable to Title III projects.

I. Cash Depositories

Grant funds must be deposited in a bank with FDIC insurance coverage and any balances exceeding FDIC coverage must be collaterally secure. Consistent with the national goal of expanding opportunities for minority business enterprises, subgrantees are encouraged to use minority banks.

J. Bonding and Insurance

Since federal regulations in bonding and insurance relate to construction and renovation, these rules do not apply to Title III subgrants.

K. Financial Status Reports

Financial Status Reports must be submitted to the Texas State Library according to the following schedule:

December 31, 1987
March 25, 1988
June 27, 1988
September 26, 1988
December 30, 1988 (only required if there were unliquidated funds on August 31, 1988.)

L. Grant Close-Out Procedures

All funds must be expended and/or obligated by August 31, 1988. All obligations are to be liquidated by November 30, 1988. The final audit is due at the Texas State Library on February 1, 1989, except for cities or counties, whose audits shall be due 180 days following the close of their fiscal year. Audits of interagency contracts will be due within 30 days of their receipt from the State Auditor. OMB Circular A-102, Attachment L, gives additional guidelines.

M. Record Retention

1. The subgrantee must retain time records for reimbursement of personnel services charged to the grant account. Reimbursement of prorated personnel services may be charged to the grant account if the percentage of time expended on the grant program is clearly specified on the time records.

2. The subgrantee must agree to maintain financial records and other evidence pertaining to all costs incurred and revenues or other applicable credits in accordance with generally accepted accounting principles. Records must be retained for a period of five years and shall be made available to the Secretary of Education and the Comptroller General of the United States and the State of Texas or their duly authorized representatives for the purpose of audit and examination of any books, documents, papers and records of the subgrantee at all reasonable times during the five year retention period.

VII. Audit

A. Audit Requirements

1. The cost of the audit of subgrant contract or service contract funds is an allowable expense if provided for in the contract. An audit will be required to verify that all grant monies were expended and/or obligated as of August 31, 1988, in accordance with the terms of the contract and that all obligations were liquidated by November 30, 1988.

2. All audits must be conducted by an independent certified public accountant or a public accountant licensed by the Texas State Board of Public Accountancy.

3. Cities or counties receiving Title III grants must utilize the single audit procedures described below. Other subgrantees must utilize the individual grant audit procedure.

4. Recipients of interagency contracts will agree to audit the grant contract as a part of their agency audit conducted by the State Auditor, and to submit the audit within 30 days of receipt.

B. Grant Audit Procedures for Subgrant and Service Contracts

1. The Individual Grant Audit - the subgrantee may charge expenditures against the grant only if they conform to the approved grant application and are for reimbursement of expenses incurred or obligated during the grant period. Grant funds may not be expended or encumbered after August 31, 1988; nor should funds be expended or obligated prior to September 1, 1987, unless specifically provided for in the grant contract. By November 30, 1988, all obligations of the grant period must have been paid. An audit will then be submitted to the Texas State Library and all unexpended funds will be returned or a final request for any funds due will be submitted.

a. Expenditures must be identified by the categories specified under the contract.

b. The audit must identify the maximum allowable expense for indirect costs, if any, as determined by the indirect cost rate specified in the contract applied to the direct expenditures verified in the audit.

c. The audit must identify the amount of interest earned on the grant, if any. All interest earned must be refunded to the Texas State Library at the completion of the audit. (Not applicable to service agreements or interagency contracts.)

d. The audit must identify the amount of program income earned as a result of this grant, if any, and must verify that the income was properly credited to the grant account. Unexpended program income funds must be refunded to the Texas State Library at the completion of the audit. (Not applicable to service agreements or interagency contracts.)

e. Individual grant audits must be received by February 1, 1989.

2. The Single Audit (cities and counties only) - coordinated approach to auditing where audits are performed on an organization-wide basis.

a. Each grant must be identified in the single audit report by its unique contract number.

b. All audits must be conducted in accordance with the provisions of OMB Circular A-102, Attachment P and OMB compliance supplements.

c. Single audits must be received no later than 180 days following the local fiscal year during which the grant was received.

C. Audit Appeals

If a grantee wishes to appeal an audit exception, the appeals procedure outlined in Rule 1.122 of the Rules for Administering the Library Systems Act should be followed. A copy of the procedure will be provided to grantees as a part of their contract packet.

VIII. Standard Forms

Attached are the following sample forms, which form the application packet.

Appendix A: Checksheet
Appendix B: Application for Federal Assistance, Parts I-V
Appendix C: Governor's Office Indirect Cost Computation Table

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1-16-86
3002.2/III.1-17

ABSTRACTS OF SFY 1987
TITLE III SUBGRANT PROJECTS

ASSOCIATION OF WACO LIBRARY ADMINISTRATORS
Project Title: Waco Union List of Serials
Project Funding: $24,178
Abstract:

The Association of Waco Library Administrators representing nine diverse libraries in the City of Waco will enter the Waco Union List of Serials into the Texas State Union List of Serials. This will be achieved by a third party contract with AMIGOS Bibliographic Council. When completed, other libraries will be able to request needed photocopies from these public, academic, special, and medical libraries.

BIBLIOGRAPHIC ASSOCIATION OF THE RED RIVER (BARR)
Project Title: Cooperative Project for Multitype Library Development
Project Funding: $267,905
Abstract:

Cooperative efforts initiated with a SFY 1986 LSCA Title III grant will be continued by these four libraries within a 10-mile radius in the north Texas area. Activities initiated in the previous year were the conversion of bibliographic records into machine-readable form and a consultant study to advise them on the technical aspects of automation. During this project year, the libraries will form a nonprofit corporation; will negotiate a cluster agreement with OCLC/AMIGOS; and will implement an online circulation system and catalog using existing computer equipment at the Grayson County Community College.

TEXAS STATE LIBRARY: INFORMATION SERVICES DIVISION
Project Title: TSL Union List of Serials
Project Funding: $30,292
Abstract:

In order to improve access to the extensive federal and state government serial publications held by the Texas State Library, this state agency will add its holdings to the Texas Union List of Serials. The agency will employ two part-time library assistants to verify holdings of approximately 9,500 federal and state government serials and will contract with AMIGOS Bibliographic Council to add these holdings to the statewide union list. To further facilitate use of the collection, state agency libraries without access to OCLC will receive microfiche copies of the agency's government publications holdings.

TEXAS A & M UNIVERSITY
Project Title: Union List of Serials for Texas A & M University Library
Project Funding: $56,158
Abstract:

This project will enter serials holdings data for the Texas A & M University Library into the Texas Union List of Serials. Approximately 30,000 titles will be added through a third party contract with the AMIGOS Bibliographic Council. The science and technology emphasis of the University's collection, as well as the overall size of its holdings, will substantially strengthen the statewide union list.

EL PASO COUNTY COMMUNITY COLLEGE DISTRICT
Project Title: Computer-Based Library System
Project Funding: $230,445
Abstract:

This project will create a joint database of approximately 250,000 titles from the archival tapes of bibliographic records owned by the community college and the public library in El Paso. During the first phase of the project, plans are to acquire a circulation system for both institutions and an online public access catalog for the community college. Courier service between the two institutions will facilitate the exchange of materials. El Paso school libraries and the Texas Trans Pecos Library System public libraries will have dial up access to search the database and request needed materials. Future project stages will include the acquisition of a computerized film system, shared collection development, cooperative acquisitions, expanded use of the online public access catalog through addition of boolean searching capabilities and more terminals.

PAISANO
Project Title: Cooperative Acquisition of Serial Publications
Project Funding: $72,467
Abstract:

The PAISANO Consortium of public, academic, and special libraries in South Texas will implement a plan for the cooperative acquisition of serial publications. The plan called Coordinated Cyclic Acquisitions (CCA) has three goals: to increase the number of serial titles in the consortium; to develop the most rapid effective means of sharing serials resources; and to reduce the duplication of titles in the consortium. PAISANO's membership will be increased by four libraries which are not members of OCLC; their serial holdings will be added to the statewide union list.

3001.23/TITLEIII

LIBRARY SERVICES AND CONSTRUCTION ACT

BASIC STATE PLAN

FFY 1986

Library Development Division

Texas State Library

OMB Approval No. 1850-0528

Department of Education
Center for Libraries and Education Improvement

CERTIFICATION

The State of TEXAS submits the BASIC STATE PLAN (State-Federal Agreement) in accordance with the provisions of the Library Services and Construction Act, as amended, and in accordance with applicable regulations, with the Certificate of Appropriate State Legal Officer.

Submitted by Texas State Library and Archives Commission on July 1, 1986
(Name of State Agency) (Date)

By Dorman H. Winfrey Director-Librarian
(Signature of Authorized Official) (Title)

FOR ED USE ONLY	DATE ON WHICH PLAN OR AMENDMENT IS EFFECTIVE	
APPROVAL RECOMMENDED	SIGNATURE OF DIRECTOR, DLP	DATE
CONCURRED	SIGNATURE OF DIRECTOR, CLEI	DATE
APPROVED	SIGNATURE OF ASSISTANT SECRETARY, OERI	DATE

ED No. 921

BASIC STATE PLAN
(State-Federal Agreement)

Library Services and Construction Act,
Public Law 91-600, as amended
by Public Law 98-480

The Texas State Library and Archives Commission
(Officially designated State Library Administrative Agency)

of the State of Texas (hereinafter referred to as "the State Agency") agrees and assures that the Basic State Plan serves as an agreement between the State and the Federal Government under the Library Services and Construction Act, as amended (hereinafter referred to as "the Act"), and that Federal funds requested for each of the fiscal years 1985, 1986, and 1987 will be administered in accordance with the following provisions:

1. The State assures that:
   a. It has and will use adequate fiscal and legal authority to administer or supervise the administration of programs authorized by the Act as described in the attached Certificate of Appropriate State Legal Officer.
   b. It has and will use fiscal control and accounting procedures that will assure proper disbursement of, and accounting for, the Federal funds paid to the State, including any funds it pays to other public agencies or to nonprofit private agencies, under the Act.
   c. (1) It will develop its long-range program and its annual program in consultation with the U.S. Secretary of Education and with the advice of the State Advisory Council on Libraries.

(2) It will submit to the Department of Education: (a) the long-range program, on or before October 1, 1984, and (b) the annual program and the annual amendments to the long-range program, prior to October 1, of each of the fiscal years 1985, 1986, and 1987.

d. Any funds paid to the State in accordance with a long-range program and annual program will be spent solely for the purposes for which they were authorized and appropriated.

e. It will make reports, including reports of evaluations, in such form and containing such information as the Secretary may reasonably require to carry out the Secretary's functions under the Act and to determine the extent to which funds provided under the Act have been effective in carrying out its purposes.

f. It will keep records that verify reports submitted to the Secretary and will give the Secretary access to these records as he finds necessary to assure the correctness of the reports submitted.

g. It will include in its long-range program a description of the State's identified present and projected library needs, and will specify its established policies, priorities, criteria, and procedures necessary to the implementation of all programs in which the State will participate under the provisions of the Act, and which are incorporated by reference in this Basic State Plan.

h. It will include in its long-range program its policies and procedures for coordinating its library programs and projects with the library programs and projects of institutions of higher education or local elementary or secondary schools, and with other public or private service programs.

i. It has established a State Advisory Council on Libraries pursuant to the requirements of Section 3(8) of the Act.

j. It will have available for expenditure from State and local sources in each FY 1985, 1986, and 1987, funds that are:

   (1) Sufficient to earn the State's minimum allotment under Title I of Section 5(a) of the Act; and

   (2) Not less than the total amount actually expended for purposes under Title I of the Act during the second fiscal year preceding each of these fiscal years.

k. It will have available for expenditure from State sources for Title I purposes in each FY 1985, 1986, and 1987 not less than the total amount of funds actually expended for these purposes during the second fiscal year preceding each of these fiscal years.

l. It will expend in FY 1985, 1986, and 1987, from Federal, State, and local sources, an amount not less than the total amount expended by the State from those sources for State institutional library services and library services to the physically handicapped, during the second fiscal year preceding each of these fiscal years, except that the amount that the State will be required to expend pursuant to Section 103(3) will be ratably reduced to the extent that Federal allocations to the State are reduced.

m. Federal funds received under Title I and II of the Act, and expended by the State Agency for administrative costs in connection with programs and activities carried out under Titles I, II, and III, will not exceed the greater of (1) 6 per cent of the sum of the amounts allotted to the State under Titles I and II for such fiscal year or (2) $60,000.

n. The State will not reduce the amount of funds paid to a major urban resource library for the purposes of clause (2) of section 103 during each fiscal year below the amount paid for these purposes in the preceding year.

o. The State library administrative agency assures that priority will be given to programs or projects that:

  (1) Improve access to public resources and services for the least served populations in the State, including programs for individuals with limited English-speaking proficiency or handicapping conditions, and programs and projects in urban and rural areas;

  (2) Serve the elderly;

  (3) Are designed to combat illiteracy; and

  (4) Increase services and access to services through effective use of technology.

p. It will make its State Plan available to the public as finally approved by the Secretary.

q. It will comply with the requirements of the Act, other applicable statutes, the applicable regulations at 34 CFR part 770, and the Education Department General Administrative Regulations (EDGAR), at 34 CFR Part 74, Part 76, Part 77, Part 78, and Part 79 (Intergovernmental Review of Department of Education Programs and Activities).

2. Each program, project, or activity that receives Federal funds under the Library Services and Construction Act, as amended, will be administered and operated in accordance with the paragraphs in item 1 (The State Agency assurances) of this agreement.

3. **The State Agency recognizes and agrees that Federal financial assistance will be extended in consideration for, and in reliance on, this State-Federal agreement, and the United States has the right to seek administrative and judicial enforcement of this agreement.**

Texas State Library and Archives
(State Library Administrative Agency)

Dorman H. Winfrey
(Signature of Authorized State Agency Official)

Box 12927/Capitol Station
Austin, Texas 78711
(Address)

Director-Librarian
(Title)

March 3, 1986
(Date)

CERTIFICATE OF APPROPRIATE STATE LEGAL OFFICER

I hereby certify that Texas State Library, (Name of State Agency) Texas (Name of State) is the sole State agency with authority under State law to develop, submit and administer or supervise the administration of, the State plan under the Library Services and Construction Act, as amended by Public Law 98-480; that Dorman H. Winfrey (Name of authorized State Agency Official) is the officer authorized to submit the State plan for the named State agency; that the State Treasurer ~~or~~ Ann Richards ~~(Title of officers other than State Treasurer)~~ has authority under State law to receive, hold and disburse Federal funds under the State plan; and that all provisions contained in the plan are consistent with the State law.

Jim Mattox

(Signature, Attorney General or Other State Legal Officer)

Attorney General of Texas

(Title)

January 18, 1985

(Date)

GENERAL CRITERIA
Applicable to All Annual Program Proposals

The Texas State Library will give priority considerations to proposals which meet any of the criteria listed below.

A. Geographic Areas which serve urban or rural areas with high concentrations of low income families.
   1. Regions in Texas with an incidence of poverty greater than the national average of 10% for families as taken from the 1980 U.S. Census, Provisional Estimates of Social, Economic, and Housing Characteristics Report.
   2. Regions in Texas with an incidence of black Americans greater than the national average of 11.7% as taken from the 1980 U.S. Census.
   3. Regions in Texas with an incidence of elderly below the poverty level greater than the national average of 15.7%, as taken from the 1980 U.S. Census.
   4. Regions qualified under the Public Works and Economic Development Act of 1965 (42 U.S.C. 3161) Section 401 with one or more of the following characteristics:
      a. Substantial and persistent unemployment
      b. Low median family income
      c. Indian Reservations or trust, or restricted Indian-owned land
      d. Unusual and abrupt rise in unemployment resulting from the loss, removal, curtailment, or closing of a major employment source
      e. Special impact area
      f. Decline in per capita employment
      g. Substantial unemployment

B. Geographic Areas which serve regions with high concentrations of persons of limited English speaking ability defined as regions in Texas with a population of Spanish Origin greater than the national average of 6.4%,as taken from the 1980 U.S. Census.

C. Geographic Areas which seek to establish, reorganize into larger units, or improve public library services in areas with no or limited library services.
   1. Regions without free public library service or where there is no public library that has been supported with public funds during the preceding three years.
   2. Regions with inadequate public library services which do not meet the appropriate standards for library services as set forth in one of the following (these are also applicable to A and B above):
      a. Rules and Regulations for the Department of Education, Office of Library and Learning Technologies, Education Division General Administrative Regulations (EDGAR), Code of Federal Regulations, Title 34, Parts 74 and 76.
      b. Rules and Regulations for Public Library Construction, Library Services and Interlibrary Cooperation, Code of Federal Regulations, Title 34, Part 770.
      c. Minimum Standards for Public Library Systems, ALA, 1967. All standards except numbers 14, 49-55, and 57-59.

d. *Guidelines for Audiovisual Materials and Services for Large Public Libraries*, ALA, 1975. All criteria.

e. *Interim Standards for Small Public Libraries*, ALA, 1967; guideline for space requirement, page 15.

f. "Texas Library Association Standards and Guidelines for Texas Public Libraries 1983," TLA, 1983. All criteria.

g. *Output Measures for Public Libraries: A Manual of Standardized Procedures*, ALA, 1982.

D. Persons who are unable to utilize public library outlets.

1. Physically handicapped persons (including the blind and visually handicapped) will be certified by a competent authority as unable to read or to use conventional printed materials as a result of physical limitations for purposes of eligiblity for this service. These authorities shall include doctors, social workers, librarians, or other similar competent professional representatives or agencies that serve the clientele regularly. According to American Federation for the Blind estimates, 1.4% of the general population is eligible for these services; it is assumed that a maximum of 50 percent of the eligible population will be interested in these services.

2. The residents of institutions that are operated by an agency or department of the State of Texas. The adequacy of such services will be judged against the following:

   a. *Standards for Libraries at Institutions for the Mentally Retarded. American Library Association*; (1981); Resource Measures, Standard 3.3.1.

   b. *Library Standards for Juvenile Correctional Institutions. American Correctional Association and American Library Association.* 1975; Resource Measures, Standard 2.3.3.1

   c. *Library Standards for Adult Correctional Institutions: Final Draft.* ALA/ACA Joint Committee on Institutional Libraries. 1976; Resource Measures, Standard 2.3.4.1.

E. Hearing-impaired persons who need assistance in using public library outlets. According to the Texas Commission for the Deaf, there are approximately 860,000 Texans with hearing impairments of all degrees, including 122,000 deaf. Although basic library services to these persons are the same as those offered to the general public, specially trained library staff and such devices as teletypewriters may improve utilization and access greatly.

F. Adults with special learning needs. From the 1980 U.S. Census it is estimated that of the 7,938,271 Texans over the age of 25, 1,715,109 have completed less than 9 years of schooling, and that 38.6% of the population 25 years of age and older lack high school diplomas.

G. Elderly persons who are: (1) unable to utilize public library facilities (2) need assistance in using public libraries or (3) have other special needs. Based on the 1980 U.S. Census, 1,371,161 Texans or 9.63% of the population are 65 and over.

H. Major urban resource libraries offering services to persons living outside local political subdivisions that financially support these libraries. Public libraries located in Texas cities of at least 100,000 persons and having collections of at least 100,000 book volumes, may qualify for assistance in providing without charge reference services and for on-site use of the collection to non-residents. Verification of such on-site collection use will be required.

Libraries Meeting Criteria:
Houston
Dallas
San Antonio
El Paso
Fort Worth
Austin
Corpus Christi
Lubbock
Abilene
Arlington
Amarillo
Garland
Beaumont
Pasadena
Irving
Waco
Odessa
Laredo

Geographic Area Served:
Entire state of Texas.
Service Area Defined:
The service area of each MURL is the area outside the city and county that financially support the library and may include persons from other regions (systems) of the state.

I. Public library construction grants in compliance with P.L. 98-480 and 34CFR 76.1. According to a 1983 building survey of public library buildings, over 11 million Texans do not have access to adequate library facilities. In addition, only three libraries serving populations over 25,000 met TLA standards.

3013.2/CRITERIA.1-4

OMB Approval No. 0348-0006

FEDERAL ASSISTANCE

1. TYPE OF SUBMISSION (Mark appropriate box)
☐ NOTICE OF INTENT (OPTIONAL)
☐ PREAPPLICATION
☒ APPLICATION

2. APPLICANT'S APPLICATION IDENTIFIER
a. NUMBER
b. DATE Year month day 19

3. STATE APPLICATION IDENTIFIER
NOTE: TO BE ASSIGNED BY STATE
a. NUMBER
b. DATE ASSIGNED Year month day 19

Leave Blank

SECTION I—APPLICANT/RECIPIENT DATA

4. LEGAL APPLICANT/RECIPIENT
a. Applicant Name Texas State Library
b. Organization Unit Library Development Division
c. Street/P.O. Box Box 12927/Capitol Station
d. City Austin
e. County Travis
f. State Texas
g. ZIP Code 78711
h. Contact Person (Name & Telephone No.) William D. Gooch 512/463-5460

5. EMPLOYER IDENTIFICATION NUMBER (EIN)

6. PROGRAM (From CFDA)
a. NUMBER 8 4 . 0 3 4
MULTIPLE ☐
b. TITLE Title I Library Services

7. TITLE OF APPLICANT'S PROJECT (Use section IV of this form to provide a summary description of the project.)
FFY 1987 Library Services and Construction Act Basic State , Annual Program Title I, and Long Range Plan Update 1987-89.

8. TYPE OF APPLICANT/RECIPIENT
A—State
B—Interstate
C—Substate District
D—County
E—City
F—School District
G—Special Purpose District
H—Community Action Agency
I—Higher Educational Institution
J—Indian Tribe
K—Other (Specify)
Enter appropriate letter A

9. AREA OF PROJECT IMPACT (Names of cities, counties, states, etc.)
Statewide

10. ESTIMATED NUMBER OF PERSONS BENEFITING
15,989,000

11. TYPE OF ASSISTANCE
A—Basic Grant
B—Supplemental Grant
C—Loan
D—Insurance
E—Other
Enter appropriate letter(s) A

12. PROPOSED FUNDING

a. FEDERAL	$3,041,246	.00
b. APPLICANT	7,263,958	.00
c. STATE		.00
d. LOCAL		.00
e. OTHER		.00
f. Total	$10,305,204	.00

13. CONGRESSIONAL DISTRICTS OF:
a. APPLICANT State
b. PROJECT NA

14. TYPE OF APPLICATION
A—New
B—Renewal
C—Revision
D—Continuation
E—Augmentation
Enter appropriate letter A

15. PROJECT START DATE Year month day 19 NA

16. PROJECT DURATION NA Months

17. TYPE OF CHANGE (For 14c or 14e)
A—Increase Dollars
B—Decrease Dollars
C—Increase Duration
D—Decrease Duration
E—Cancellation
F—Other (Specify) NA
Enter appropriate letter(s)

18. DATE DUE TO FEDERAL AGENCY ▶ Year month day 19 86 10 01

19. FEDERAL AGENCY TO RECEIVE REQUEST U.S. Department of Education
a. ORGANIZATIONAL UNIT (IF APPROPRIATE) Office of Educational Research and Improvement
b. ADMINISTRATIVE CONTACT (IF KNOWN) Evaline Neff, Adm. Librarian
c. ADDRESS
Department of Education, SPLSB
400 Maryland Avenue, SW, Washington, D.C. 20202-1630

20. EXISTING FEDERAL GRANT IDENTIFICATION NUMBER
74-60000126

21. REMARKS ADDED
☐ Yes ☒ No

SECTION II—CERTIFICATION

22. THE APPLICANT CERTIFIES THAT▶ To the best of my knowledge and belief, data in this preapplication/application are true and correct, the document has been duly authorized by the governing body of the applicant and the applicant will comply with the attached assurances if the assistance is approved.

a. YES. THIS NOTICE OF INTENT/PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON:
DATE June 30, 1986

b. NO. PROGRAM IS NOT COVERED BY E.O. 12372 ☐
OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW ☐

23. CERTIFYING REPRESENTATIVE
a. TYPED NAME AND TITLE William D. Gooch Assistant Librarian
b. SIGNATURE Wm D. Gooch

SECTION III—FEDERAL AGENCY ACTION

24. APPLICATION RECEIVED 19 Year month day

25. FEDERAL APPLICATION IDENTIFICATION NUMBER

26. FEDERAL GRANT IDENTIFICATION

27. ACTION TAKEN
☐ a. AWARDED
☐ b. REJECTED
☐ c. RETURNED FOR AMENDMENT
☐ d. RETURNED FOR E.O. 12372 SUBMISSION BY APPLICANT TO STATE
☐ e. DEFERRED
☐ f. WITHDRAWN

28. FUNDING

a. FEDERAL	$	.00
b. APPLICANT		.00
c. STATE		.00
d. LOCAL		.00
e. OTHER		.00
f. TOTAL	$	.00

29. ACTION DATE▶ Year month day 19

30. STARTING DATE Year month date 19 10 1

31. CONTACT FOR ADDITIONAL INFORMATION (Name and telephone number)
Phone: (202) 254-9664

32. ENDING DATE Year month date 19 09 30

33. REMARKS ADDED
☐ Yes ☐ No

NSN 7540-01-008-8162
PREVIOUS EDITION IS NOT USABLE

Revised 4/18/86

424-103

STANDARD FORM 424 PAGE 1 (Rev. 4-84)
Prescribed by OMB Circular A-102

No 0348-000

FEDERAL ASSISTANCE

1. TYPE OF SUBMISSION (Mark appropriate box)
☐ NOTICE OF INTENT (OPTIONAL)
☐ PREAPPLICATION
☒ APPLICATION

2. APPLICANT'S APPLICATION IDENTIFIER
a. NUMBER
b. DATE Year month day 19

3. STATE APPLICATION IDENTIFIER
NOTE: TO BE ASSIGNED BY STATE
a. NUMBER
b. DATE ASSIGNED Year month day 19

Leave Blank

SECTION I—APPLICANT/RECIPIENT DATA

4. LEGAL APPLICANT/RECIPIENT
a. Applicant Name Texas State Library
b. Organization Unit Library Development Division
c. Street/P.O. Box Box 12927/Capitol Station
d. City Austin
e. County Travis
f. State Texas
g. ZIP Code 78711
h. Contact Person (Name & Telephone No.) William D. Gooch (512) 463-5460

5. EMPLOYER IDENTIFICATION NUMBER (EIN)

6. PROGRAM (From CFDA)
a. NUMBER 8 4 . 1 5 4
MULTIPLE ☐
b. TITLE Title II, Public Library Construction

7. TITLE OF APPLICANT'S PROJECT (Use section IV of this form to provide a summary description of the project.)
FFY 1987 Library Services and Construction Act Basic State Plan, Annual Program Title II, and Long Range Plan Update 1987-89.

8. TYPE OF APPLICANT/RECIPIENT
[illegible]
Enter appropriate letter A

9. AREA OF PROJECT IMPACT (Names of cities, counties, states, etc.)
Statewide

10. ESTIMATED NUMBER OF PERSONS BENEFITING
15,989,000

11. TYPE OF ASSISTANCE
[illegible]
Enter appropriate letter(s) A

12. PROPOSED FUNDING

a. FEDERAL	$ 838,843.00
b. APPLICANT	.00
c. STATE	.00
d. LOCAL	4,190,215.00
e. OTHER	.00
f. Total	$ 5,029,058.00

13. CONGRESSIONAL DISTRICTS OF:
a. APPLICANT State
b. PROJECT NA

14. TYPE OF APPLICATION
[illegible]
Enter appropriate letter A

15. PROJECT START DATE Year month day 19 NA

16. PROJECT DURATION NA Months

17. TYPE OF CHANGE (For 14c or 14e)
[illegible]
F—Other (Specify) NA
Enter appropriate letter(s)

18. DATE DUE TO FEDERAL AGENCY ► Year month day 19

19. FEDERAL AGENCY TO RECEIVE REQUEST U.S. Department of Education
a. ORGANIZATIONAL UNIT (IF APPROPRIATE) Office of Educational Research and Improvement
b. ADMINISTRATIVE CONTACT (IF KNOWN) Evaline Neff, Adm. Librarian
c. ADDRESS
Department of Education, SPLSB
400 Maryland Avenue, SW, Washington, D.C. 20202-1630

20. EXISTING FEDERAL GRANT IDENTIFICATION NUMBER
74-60000126

21. REMARKS ADDED
☐ Yes ☒ No

SECTION II—CERTIFICATION

22. THE APPLICANT CERTIFIES THAT► To the best of my knowledge and belief, data in this preapplication/application are true and correct, the document has been duly authorized by the governing body of the applicant and the applicant will comply with the attached assurances if the assistance is approved.

a. YES, THIS NOTICE OF INTENT/PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON
DATE June 30, 1986

b. NO, PROGRAM IS NOT COVERED BY E.O. 12372 ☐
OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW ☐

23. CERTIFYING REPRESENTATIVE
a. TYPED NAME AND TITLE
William D. Gooch
Assistant Librarian
b. SIGNATURE Wm D Gooch

SECTION III—FEDERAL AGENCY ACTION

24. APPLICATION RECEIVED Year month day 19

25. FEDERAL APPLICATION IDENTIFICATION NUMBER

26. FEDERAL GRANT IDENTIFICATION

27. ACTION TAKEN
☐ a. AWARDED
☐ b. REJECTED
☐ c. RETURNED FOR AMENDMENT
☐ d. RETURNED FOR E.O. 12372 SUBMISSION BY APPLICANT TO STATE
☐ e. DEFERRED
☐ f. WITHDRAWN

28. FUNDING

a. FEDERAL	$ .00
b. APPLICANT	.00
c. STATE	.00
d. LOCAL	.00
e. OTHER	.00
f. TOTAL	$ .00

29. ACTION DATE ► Year month day 19

30. STARTING DATE Year month day 19 10 1

31. CONTACT FOR ADDITIONAL INFORMATION (Name and telephone number)
Phone: (202) 254-9664

32. ENDING DATE Year month day 19 09 30

33. REMARKS ADDED
☐ Yes ☐ No

NSN 7540-01-008-8162
PREVIOUS EDITION IS NOT USABLE

424-103

STANDARD FORM 424 PAGE 1 (Rev. 4-84)
Prescribed by OMB Circular A-102

FEDERAL ASSISTANCE

1. TYPE OF SUBMISSION (Mark appropriate box)
☐ NOTICE OF INTENT (OPTIONAL)
☐ PREAPPLICATION
☒ APPLICATION

2. APPLICANT'S APPLICATION IDENTIFIER
a. NUMBER
b. DATE Year month day
19

3. STATE APPLICATION IDENTIFIER
NOTE: TO BE ASSIGNED BY STATE
a. NUMBER
b. DATE ASSIGNED Year month day
19

Leave Blank

SECTION I—APPLICANT/RECIPIENT DATA

4. LEGAL APPLICANT/RECIPIENT
a. Applicant Name: Texas State Library
b. Organization Unit: Library Development Division
c. Street/P.O. Box: Box 12927/Capitol Station
d. City: Austin
e. County: Travis
f. State: Texas
g. ZIP Code: 78711
h. Contact Person (Name & Telephone No.): William D. Gooch (512) 463-5460

5. EMPLOYER IDENTIFICATION NUMBER (EIN)

6. PROGRAM (From CFDA)
a. NUMBER: 8 4 . 0 3
MULTIPLE ☐
b. TITLE: Title III, Interlibrary Cooperation and Resource Sharing

7. TITLE OF APPLICANT'S PROJECT (Use section IV of this form to provide a summary description of the project.)
FFY 1987 Library Services and Construction Act Basic State Plan, Annual Program Title III, and Long Range Plan Update 1987-89

8. TYPE OF APPLICANT/RECIPIENT
[illegible]
Enter appropriate letter: A

9. AREA OF PROJECT IMPACT (Names of cities, counties, states, etc.)
Statewide

10. ESTIMATED NUMBER OF PERSONS BENEFITING
15,989,000

11. TYPE OF ASSISTANCE
[illegible]
Enter appropriate letter(s): A

12. PROPOSED FUNDING

a. FEDERAL	$ 744,107	.00
b. APPLICANT		.00
c. STATE		.00
d. LOCAL		.00
e. OTHER		.00
f. Total	$ 744,107	.00

13. CONGRESSIONAL DISTRICTS OF
a. APPLICANT: State
b. PROJECT: NA

14. TYPE OF APPLICATION
[illegible]
Enter appropriate letter: A

15. PROJECT START DATE Year month day
19 NA

16. PROJECT DURATION
NA Months

17. TYPE OF CHANGE (For 14c or 14e)
[illegible]
F—Other (Specify): NA
Enter appropriate letter(s):

18. DATE DUE TO FEDERAL AGENCY ▶ Year month day
1986 10 01

19. FEDERAL AGENCY TO RECEIVE REQUEST: U.S. Department of Education
a. ORGANIZATIONAL UNIT (IF APPROPRIATE): Office of Educational Research and Improvement
b. ADMINISTRATIVE CONTACT (IF KNOWN): Evaline Neff, Adm. Librarian
c. ADDRESS:
Department of Education, SPLSB
400 Maryland Avenue, SW, Washington, D.C. 20202-1630

20. EXISTING FEDERAL GRANT IDENTIFICATION NUMBER

21. REMARKS ADDED
☐ Yes ☒ No

SECTION II—CERTIFICATION

22. THE APPLICANT CERTIFIES THAT ▶
To the best of my knowledge and belief, data in this preapplication/application are true and correct, the document has been duly authorized by the governing body of the applicant and the applicant will comply with the attached assurances if the assistance is approved.

a. YES. THIS NOTICE OF INTENT/PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON
DATE June 30, 1986

b. NO. PROGRAM IS NOT COVERED BY E.O. 12372 ☐
OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW ☐

23. CERTIFYING REPRESENTATIVE
a. TYPED NAME AND TITLE
William D. Gooch
Assistant Librarian
b. SIGNATURE
Wm D Gooch

SECTION III—FEDERAL AGENCY ACTION

24. APPLICATION RECEIVED Year month day
19

25. FEDERAL APPLICATION IDENTIFICATION NUMBER

26. FEDERAL GRANT IDENTIFICATION

27. ACTION TAKEN
☐ a. AWARDED
☐ b. REJECTED
☐ c. RETURNED FOR AMENDMENT
☐ d. RETURNED FOR E.O. 12372 SUBMISSION BY APPLICANT TO STATE
☐ e. DEFERRED
☐ f. WITHDRAWN

28. FUNDING

a. FEDERAL	$	.00
b. APPLICANT		.00
c. STATE		.00
d. LOCAL		.00
e. OTHER		.00
f. TOTAL	$	.00

29. ACTION DATE ▶ Year month day
19

30. STARTING DATE Year month day
19 10 1

31. CONTACT FOR ADDITIONAL INFORMATION (Name and telephone number)
Phone: (202) 254-9664

32. ENDING DATE Year month day
19 09 30

33. REMARKS ADDED
☐ Yes ☐ No

NSN 7540-01-008-8162
PREVIOUS EDITION IS NOT USABLE
Revised 4/18/86

424-103

STANDARD FORM 424 PAGE 1 (Rev. 4-84)
Prescribed by OMB Circular A-102

Governor's Budget and
Planning Office
Date:

1. Applicants Name: William D. Gooch
Agency: Texas State Library & Archives Commission

2. Project Period
From: 10/01/86
To: 09/30/88

3. Statutory Authority: Article 5446a V.A.C.S. and Article 5436a V.A.C.S.

4. Federal Funding Agency: Dept. of Education

5. New ___ Continuation x

6. Program(s) and Activity(ies) Allocation:

Statewide Library Development	
Systems Development Activity	$ 7,471,928
Network Development Activity	1,114,092
Support Services Activity	361,471
Blind and Physically Handicapped	1,019,773
Subtotal	9,967,264
Institutional (Matching funds from other state agencies operating institutional libraries)	337,940
Total	$10,305,204

7. Title and Anticipated Benefits of Project:

FFY 1987 Library Services and Construction Act Basic State Plan; Annual Program Title I; and Long Range Plan Update, 1987-1989.

Receipt of Library Services and Construction Act Title I funds will enable the Texas State Library and Archives Commission to implement the "Statewide Library Development" program. Grants will be awarded to ten regional library systems for continued services to 15,989,000 Texans. Interlibrary loan and reference referral services, computer-assisted bibliographic networking, and continuing education services will be continued.

8. Anticipated Funding

	Yr. 1	Yr. 2	Yr. 3	Yr. 4	Yr. 5
Federal	$ 3,041,246	$ 3,041,246	$ 3,041,246	$ 3,041,246	$ 3,041,246
State	7,263,958	7,263,958	7,263,958	7,263,958	7,263,958
Cash					
In-Kind					
Other (specify)					
TOTAL	$10,305,204	$10,305,204	$10,305,204	$10,305,204	$10,305,204

9. Other agencies that may be affected or that may otherwise be interested in reviewing this project:

1. Texas Department of Mental Health-Mental Retardation
2. Texas Youth Council
3. Texas Department of Corrections
4. Texas Education Agency
5. Texas Commission for the Deaf
6. Texas Commission for the Blind
7.
8.

10. If funded, will this project require the future appropriation of additional State funds to fully accomplish the objective? Yes _x_ No ___

11. Will State funding for this project be requested if federal assistance is denied? Yes _x_ No ___

12. Review Required by OMB Circular A-95. Yes _x_ No ___

13. Program Numb
Attachment D
84.034

14. Agency or Institution Authorized Representative: Wm D. Gooch
(Signature)

Governor's Budget and
Planning Office
Date:

1. Applicants Name: William D. Gooch
Agency: Texas State Library & Archives Commission

2. Project Period
From: 10/01/86
To: 09/30/88

3. Statutory Authority: Article 5446a V.A.C.S. and Article 5436a V.A.C.S.

4. Federal Funding Agency: Dept. of Education

5. New ___ Continuation x

6. Program(s) and Activity(ies) Allocation:

Public Library Construction Administration	$ 838,843
Local Matching	4,190,215
	$5,029,058

7. Title and Anticipated Benefits of Project:

FFY 1987 Library Services and Construction Act Basic State Plan; Annual Program Title II; and Long Range Plan Update, 1987-1989.

Receipt of Library Services and Construction Act Title II funds will enable the Texas State Library and Archives Commission to implement the "Public Library Construction" program.

8. Anticipated Funding

	Yr. 1	Yr. 2	Yr. 3	Yr. 4	Yr. 5
Federal	$ 838,843	$ 838,843	$ 838,843	$ 838,843	$ 838,843
State					
Cash					
In-Kind					
Other (specify)					
(Local Matching)	4,190,215	4,190,215	4,190,215	4,190,215	4,190,215
TOTAL	$5,029,058	$5,029,058	$5,029,058	$5,029,058	$5,029,058

9. Other agencies that may be affected or that may otherwise be interested in reviewing this project;

1. Governor's Office
2. Purchasing and General Services Commission
3.
4.
5.
6.
7.
8.

10. If funded, will this project require the future appropriation of additional State funds to fully accomplish the objective? Yes___ No x

11. Will State funding for this project be requested if federal assistance is denied? Yes___ No x

12. Review Required by OMB Circular A-95. Yes x No ___

13. Program Numb
Attachment D
84.154

14. Agency or Institution Authorized Representative: Wm D Gooch
(Signature)

Governor's Budget and
Planning Office
Date:

1. Applicants Name: William D. Gooch
Agency: Texas State Library & Archives Commission

2. Project Period
From: 10/01/86
To: 09/30/88

3. Statutory Authority: Article 5446a V.A.C.S. and Article 5436a V.A.C.S.

4. Federal Funding Agency: Dept. of Education

5. New ____ Continuation x

6. Program(s) and Activity(ies) Allocation:

Statewide Library Development

System Development Activity	$139,128
Network Development Activity	604,979
Total	$744,107

7. Title and Anticipated Benefits of Project:

FFY 1987 Library Services and Construction Act Basic State Plan; Annual Program Title III; and Long Range Plan Update, 1987-1989.

Receipt of Library Services and Construction Act Title III funds will enable the Texas State Library and Archives Commission to award a contract to promote and support the operation of a multitype library network. Title III projects are for the establishment and operation of cooperative networks, involving the coordination of the resources of school, public, academic, and special libraries.

8. Anticipated Funding

	Yr. 1	Yr. 2	Yr. 3	Yr. 4	Yr. 5
Federal	$744,107	$744,107	$744,107	$744,107	$744,107
State					
Cash					
In-Kind					
Other (specify)					
TOTAL	$744,107	$744,107	$744,107	$744,107	$744,107

9. Other agencies that may be affected or that may otherwise be interested in reviewing this project;

1. Texas Education Agency
2. Coordinating Board, Texas College & University System
3.
4.
5.
6.
7.
8.

10. If funded, will this project require the future appropriation of additional State funds to fully accomplish the objective? Yes___ No x

11. Will State funding for this project be requested if federal assistance is denied? Yes___ No x

12. Review Required by OMB Circular A-95. Yes x No ___

13. Program Numb
Attachment D
84.035

14. Agency or Institution Authorized Representative: Wm D Gooch
(Signature)

Library Services and Construction Act Advisory Council

Mr. William M. Andrews
Director of Learning Resources
El Paso Community College
Box 20500
El Paso, Texas 79998
(915) 594-2250
9-1-88

Mr. David M. Calloway, Chair
Director, Montgomery County Library
P.O. Box 579
Conroe, Texas 77301
(409) 756-4484
9-1-86

Ms. Ida Courtney
Coordinator, Library Services AISD
1411 East 34th Street
Austin, Texas 78722
(512) 454-6060
9-1-88

Ms. Alicia Gallegos-Gomez
1017 Harrison Street
Corpus Christi, Texas 78404
(512) 852-2820
9-1-87

Mr. Karl T. Gruben
Librarian
Vinson & Elkins Library
Vinson & Elkins
1st City Tower
Houston, Texas 77002
(713) 651-2678
9-1-88

Ms. Frances W. Isbell, Librarian
Weslaco Public Library
515 S. Kansas Ave.
Weslaco, Texas 78596
(512) 968-4533
9-1-86

Ms. Connie Moore
6306 Wilbur Dr.
Austin, Texas 78757
(512) 453-6186
9-1-88

Mr. Lee Paulsel
1900 Canterbury Drive
Fort Worth, Texas 76107
(817) 332-7461
9-1-86

Ms. Dianna Pickens
Director of Patient Education
Austin State Hospital
Patient Education Building #631
Austin, Texas 78751
(512) 452-0381
9-1-88

Mr. Ramiro S. Salazar
San Antonio Public Library
203 South St. Mary's Street
San Antonio, Texas 78205
(512) 299-7790
9-1-86

Ms. Jacqueline Smith
13230 Chaston
Houston, Texas 77041
(713) 466-7275
9-1-88

Mrs. Mary Kay Snell, Director
Amarillo Public Library
P.O. Box 2171
413 E. Fourth Street
Amarillo, Texas 79189
(806) 378-3050
9-1-87

Mr. Cecil Williams
P.O. Box 544
Tatum, Texas 75691
(214) 947-2518
9-1-87

:bg
12/11/85, Rev.
2009/LSCA.LIST

CERTIFICATE OF STATE ADVISORY COUNCIL ON LIBRARIES

The State of TEXAS

I hereby certify that the attached documents for Fiscal Year 1987 were prepared with the advice of the State Advisory Council.

[✓] Basic State Plan and/or Amendment
[✓] Long Range Program Update
[✓] Annual Program

STATE ADVISORY COUNCIL ON LIBRARIES

BY: William M. Andrews

Date: May 15, 1986

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The State of TEXAS

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[✓] Long Range Program Update
[✓] Annual Program

STATE ADVISORY COUNCIL ON LIBRARIES

BY: David M. Calloway

Date: May 15, 1986

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- [✓] Annual Program

STATE ADVISORY COUNCIL ON LIBRARIES

BY: Ida Courtney
Ida Courtney

Date: May 15, 1986

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[✓] Basic State Plan and/or Amendment
[✓] Long Range Program Update
[✓] Annual Program

STATE ADVISORY COUNCIL ON LIBRARIES

BY: Alicia Gallegos-Gómez
Alicia Gallegos Gomez

Date: May 15, 1986

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The State of TEXAS

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[✓] Basic State Plan and/or Amendment
[✓] Long Range Program Update
[✓] Annual Program

STATE ADVISORY COUNCIL ON LIBRARIES

BY: Karl T.
Karl T. Gruben

Date: May 15, 1986

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- [✓] Basic State Plan and/or Amendment
- [✓] Long Range Program Update
- [✓] Annual Program

STATE ADVISORY COUNCIL ON LIBRARIES

BY: Frances W. Isbell
Frances W. Isbell

Date: May 15, 1986

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The State of TEXAS

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[✓] Basic State Plan and/or Amendment
[✓] Long Range Program Update
[✓] Annual Program

STATE ADVISORY COUNCIL ON LIBRARIES

BY: Connie Moore
Connie Moore

Date: May 15, 1986

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The State of TEXAS

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- ☑ Basic State Plan and/or Amendment
- ☑ Long Range Program Update
- ☑ Annual Program

STATE ADVISORY COUNCIL ON LIBRARIES

BY: Lee Paulsel

Lee Paulsel

Date: May 15, 1986

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The State of TEXAS

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[✓] Basic State Plan and/or Amendment
[✓] Long Range Program Update
[✓] Annual Program

STATE ADVISORY COUNCIL ON LIBRARIES

BY: Dianna Pickens
Dianna Pickens

Date: May 15, 1986

CERTIFICATE OF STATE ADVISORY COUNCIL ON LIBRARIES

The State of TEXAS

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☑ Basic State Plan and/or Amendment
☑ Long Range Program Update
☑ Annual Program

STATE ADVISORY COUNCIL ON LIBRARIES

BY: Ramiro S. Salazar

Date: May 15, 1986

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- [✓] Basic State Plan and/or Amendment
- [✓] Long Range Program Update
- [✓] Annual Program

STATE ADVISORY COUNCIL ON LIBRARIES

BY: Jacqueline S. Smith
Jacqueline Smith

Date: May 15, 1986

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[✓] Long Range Program Update
[✓] Annual Program

STATE ADVISORY COUNCIL ON LIBRARIES

BY: Mary Kay Snell
Mary Kay Snell

Date: May 15, 1986

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The State of TEXAS

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[✓] Long Range Program Update
[✓] Annual Program

STATE ADVISORY COUNCIL ON LIBRARIES

BY: Cecil Williams
Cecil Williams

Date: May 15, 1986